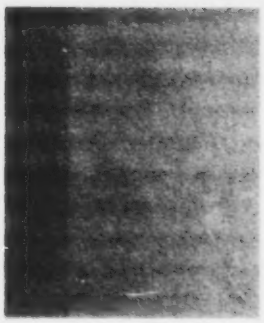
ORGANIZATION OF THE GOVERNMENT OF ALBERTA

MAY, 1990



Alberta

GOVERNMENT OF ALBERTA

91-00300/

The organization charts and functional statements included herein have been presented as submitted by departments and agencies of the Government of Alberta.

The date on the cover represents the publishing date of the document. The date on each individual chart reflects the month that the latest information was submitted to or verified by the Executive Council Office.

Alberta
EXECUTIVE COUNCIL

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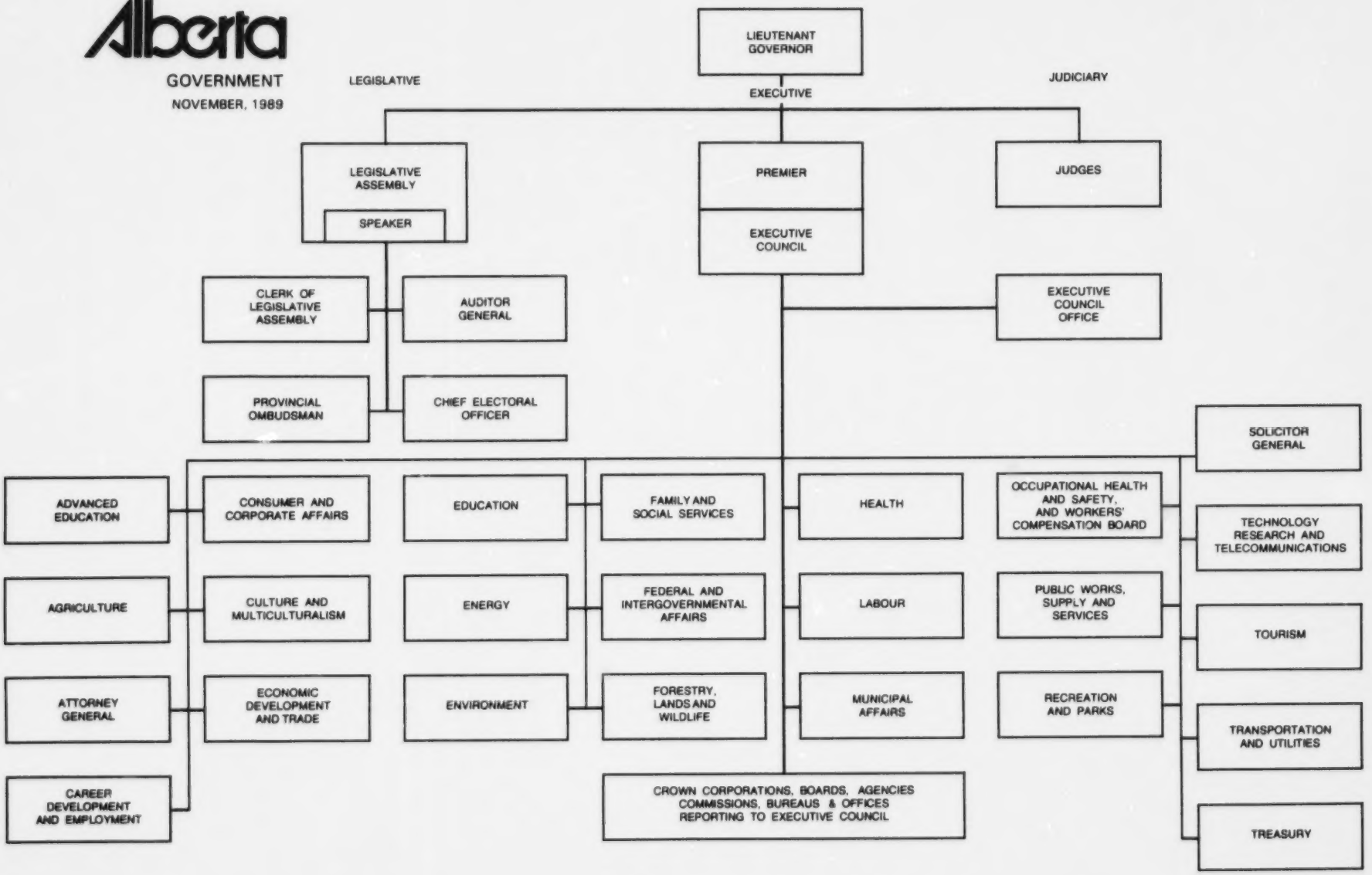
GOVERNMENT

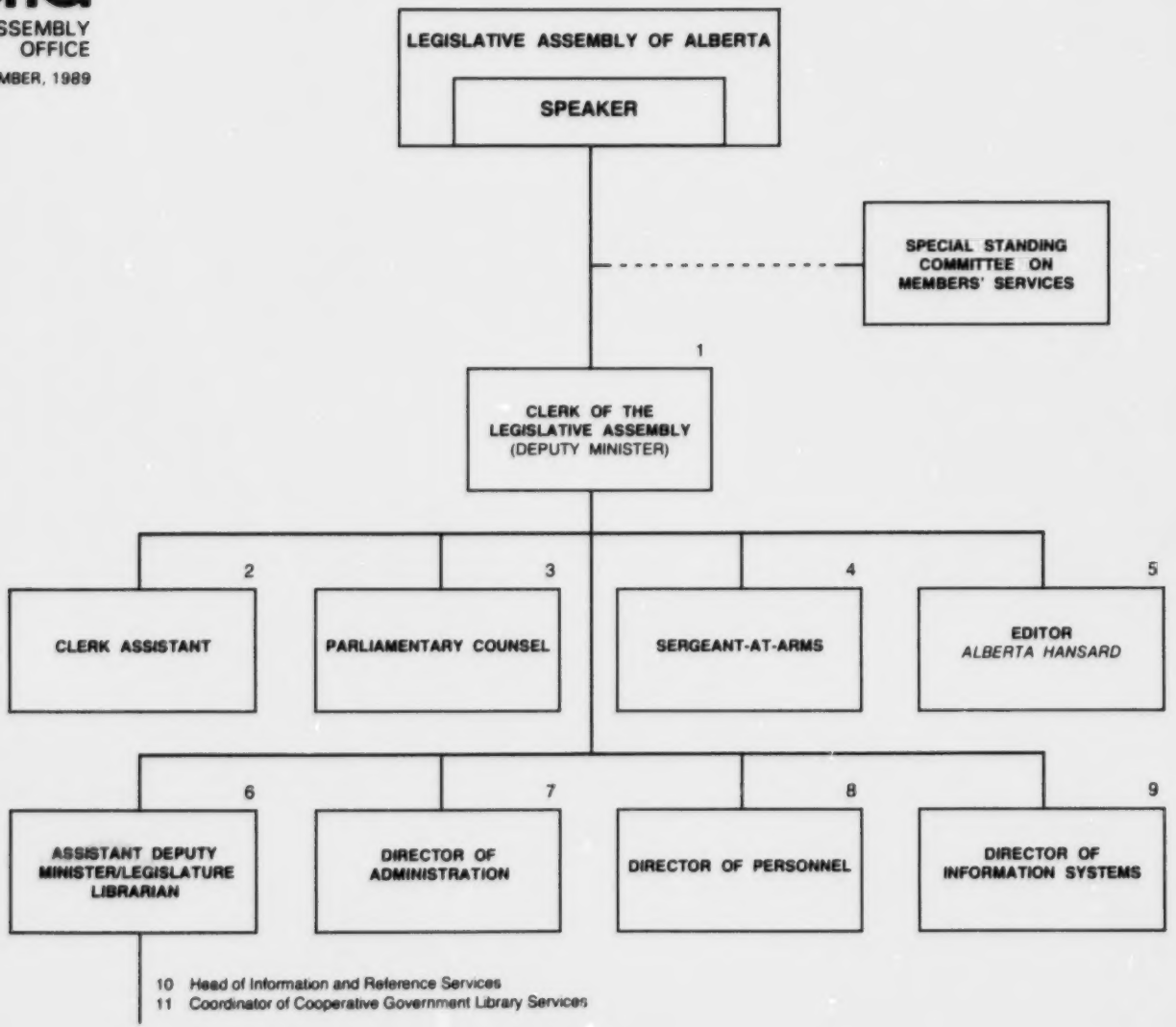
NOVEMBER, 1989



Alberta

LEGISLATIVE ASSEMBLY OFFICE

NOVEMBER, 1989



1 CLERK OF THE LEGISLATIVE ASSEMBLY (DEPUTY MINISTER) – Under the direction of the Speaker, is responsible for the overall direction of all services provided to the Legislative Assembly of Alberta.

2 CLERK ASSISTANT – Substitutes for the Clerk as required, assists with the administration of House services, and serves as Clerk of Committees and public records officer.

3 PARLIAMENTARY COUNSEL – Provides legal advice on legislative matters to all Members and Clerks, acts as Speaker's Counsel, drafts Private Members' Bills, and acts as legal advisor to the Assembly, its committees, and the Chief Electoral Officer.

4 SERGEANT-AT-ARMS – Responsible for the security of the Legislative Assembly of Alberta and the general administration of the Assembly's page or messenger service.

5 EDITOR, ALBERTA HANSARD – Responsible for the administration of the Hansard branch, which publishes Alberta Hansard and the Hansard index, prepares transcripts of standing and select committees proceedings, operates the Assembly's sound amplification and recording system, provides orientation and public education services for the Legislative Assembly Office, and oversees the printing of House documents.

6 ASSISTANT DEPUTY MINISTER/LEGISLATURE LIBRARIAN – Assists the Clerk with the administration of the Legislative Assembly Office, provides parliamentary library services and technical counsel concerning the development of special library operations, and coordinates a number of cooperative programs among provincial government libraries.

7 DIRECTOR OF ADMINISTRATION – Responsible for financial, accounting, purchasing, logistical, and publication distribution services, and coordinates the preparation of the budgetary estimates.

8 DIRECTOR OF PERSONNEL – Responsible for human resource management services which include personnel recruitment, selection, payroll, benefits, and special employment programs.

9 DIRECTOR OF INFORMATION SYSTEMS – Provides electronic data processing and office automation services; responsible for related planning, budgeting, policies, procedures, acquisition, inventory control, maintenance, and training.

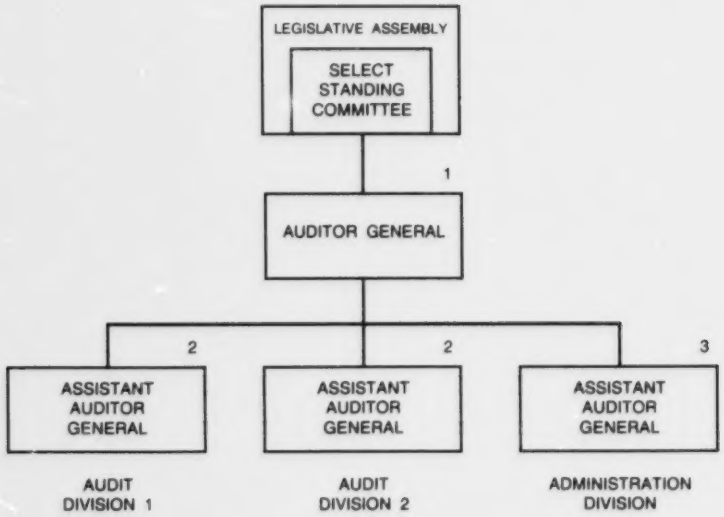
10 HEAD OF INFORMATION AND REFERENCE SERVICES – Directs the Legislature Library's information and reference services for Members of the Legislative Assembly, the provincial civil service, and other types of library users.

11 COORDINATOR OF COOPERATIVE GOVERNMENT LIBRARY SERVICES – Provides technical counsel regarding the development of special library operations and coordinates a number of cooperative programs among provincial government libraries.

Alberta

OFFICE OF THE
AUDITOR GENERAL

NOVEMBER, 1989



1 AUDITOR GENERAL – Responsible for conducting audits in accordance with the requirements of the Auditor General Act on behalf of the Legislature and reporting thereon in accordance with sections 18, 19, 20 and 28 of the Act. By statute, the Auditor General is the auditor of every department, revolving fund and provincial agency. Additionally, with the approval of the Select Standing Committee on Legislative Offices, he may be appointed as auditor of any other organization or body by such an organization or body. Associated responsibilities include: the management of a professional audit staff; the formulation, development and application of advanced auditing policies and procedures covering the auditing of financial statements and accounting and other information systems; and the provision upon request of advice concerning systems, organizational matters and proposed courses of action.

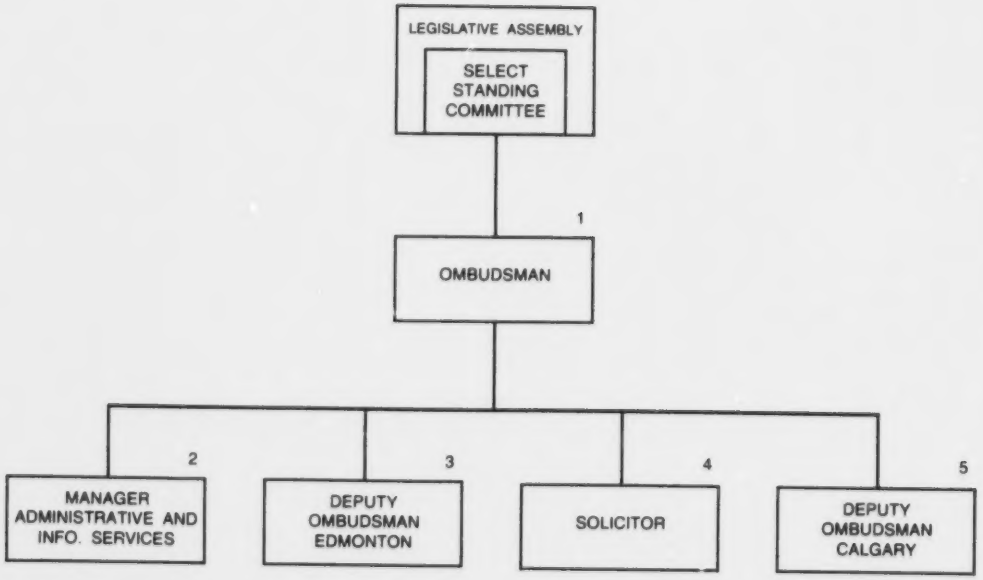
2 ASSISTANT AUDITOR GENERAL, AUDIT DIVISION – Responsible for the conduct of the audit division including the formulation of long and short-range plans, the control of related functions, the appraisal of senior staff, the provision of advice and guidance on audits, and the evaluation of audit, function and staff group performance.

3 ASSISTANT AUDITOR GENERAL, ADMINISTRATION DIVISION – Responsible for the conduct of the administration division including monitoring the implementation of policies and directives, providing a variety of administrative services to the Audit Office, and evaluating functional performance. Functions include human resources management, coordination of budgeting and accounting, professional practices, professional development, quality control and production of the Auditor General's Annual Report to the Legislative Assembly.

Alberta

OFFICE OF THE
OMBUDSMAN

NOVEMBER, 1989



OFFICE OF THE OMBUDSMAN

FUNCTIONAL STATEMENTS – NOVEMBER, 1989

1 OMBUDSMAN – Investigates complaints of individuals or groups relating to decisions, recommendations, acts or omissions of the provincial government alleged to be unlawful, unjust or wrong, and reports thereon to the Legislature and the complainant.

2 MANAGER, ADMINISTRATIVE AND INFORMATION SERVICES – Provides financial, personnel and administrative support services to the Ombudsman's Office; develops and prepares communication/information materials including the annual report; conducts investigations into complaints, as assigned.

3 DEPUTY OMBUDSMAN, EDMONTON – Manages the investigative activities of the Edmonton office from the time an investigation has been authorized by the Ombudsman until the report of the investigation has been completed; acts for the Ombudsman as required.

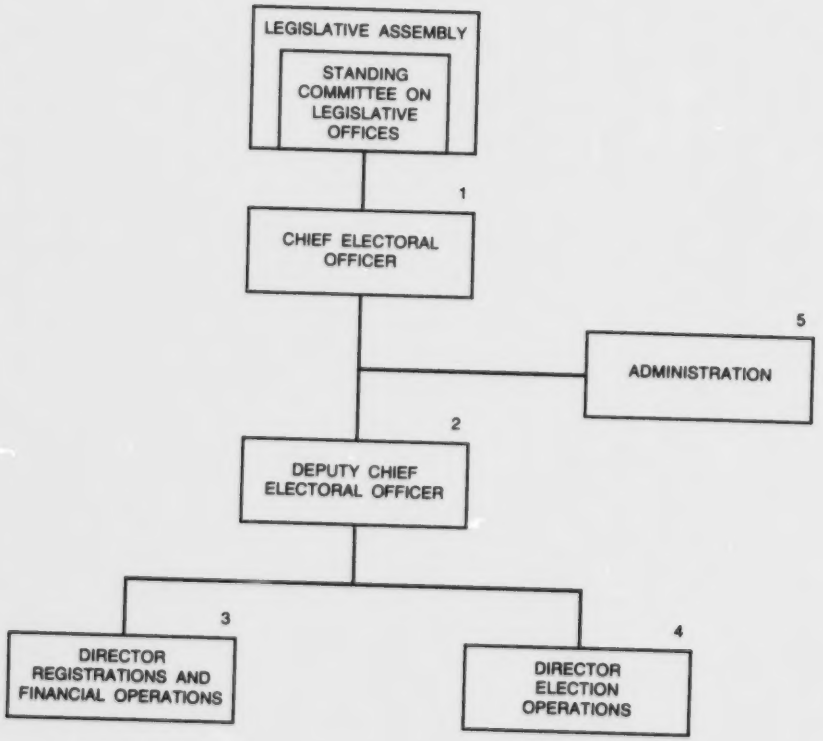
4 SOLICITOR – Provides legal advice and assistance to the Ombudsman, and conducts investigations as assigned by the Ombudsman.

5 DEPUTY OMBUDSMAN, CALGARY – Manages all aspects of the operation of the Calgary office; conducts investigations at the direction of the Ombudsman; acts for the Ombudsman as required.

Alberta

OFFICE OF THE
CHIEF ELECTORAL OFFICER

NOVEMBER, 1989



1 CHIEF ELECTORAL OFFICER – An Officer of the Legislature reporting to the Legislative Assembly through the Office of the Speaker and the Chairman of the Standing Committee on Legislative Offices, the Chief Electoral Officer is responsible for the administration of the Election Act, the Senatorial Selection Act and the Election Finances and Contributions Disclosure Act, for all provincial general elections, by-elections, plebiscites, and general or special enumerations in accordance with these Acts; ensures that the provisions of the Election Finances and Contributions Disclosure Act concerning registrations, contributions, disclosure, and financial reporting are complied with by all provincial political organizations; provides administrative, logistic and operational support to Returning Officers and election and enumeration staffs; ensures the maintenance of an up-to-date list of electors as required by the Election Act; provides access for the public to all documents filed with the Office by candidates and provincial political organizations at all levels; and reviews the electoral and enumeration process and reports to the Legislative Assembly annually concerning the operation of the Office, including recommendations concerning procedures to promote economy, efficiency and increased service to electors, candidates and political organizations.

2 DEPUTY CHIEF ELECTORAL OFFICER – Acts as the Chief Electoral Officer during his absence; provides professional guidance to the Chief Electoral Officer and his staff in all financial and administrative matters; conducts all initial examinations and enquiries directed by the Chief Electoral Officer pursuant to section 4 of the Election Finances and Contributions Disclosure Act; develops all required reports under the Election Act, the Senatorial Selection Act and the Election Finances and Contributions Disclosure Act for submission to the Legislative Assembly and all draft amendments to these statutes; and manages the requirements of these Acts, and their application with the Director of Registrations and Financial Operations and the Director of Election Operations.

3 DIRECTOR, REGISTRATIONS AND FINANCIAL OPERATIONS – Administers the requirements of the Election Finances and Contributions Disclosure Act; submits recommendations for improvements concerning the administration and operation of the Act to the Deputy Chief Electoral Officer; manages and maintains required budgetary procedures for the Office; and manages the internal financial audit system involved with each area of operation.

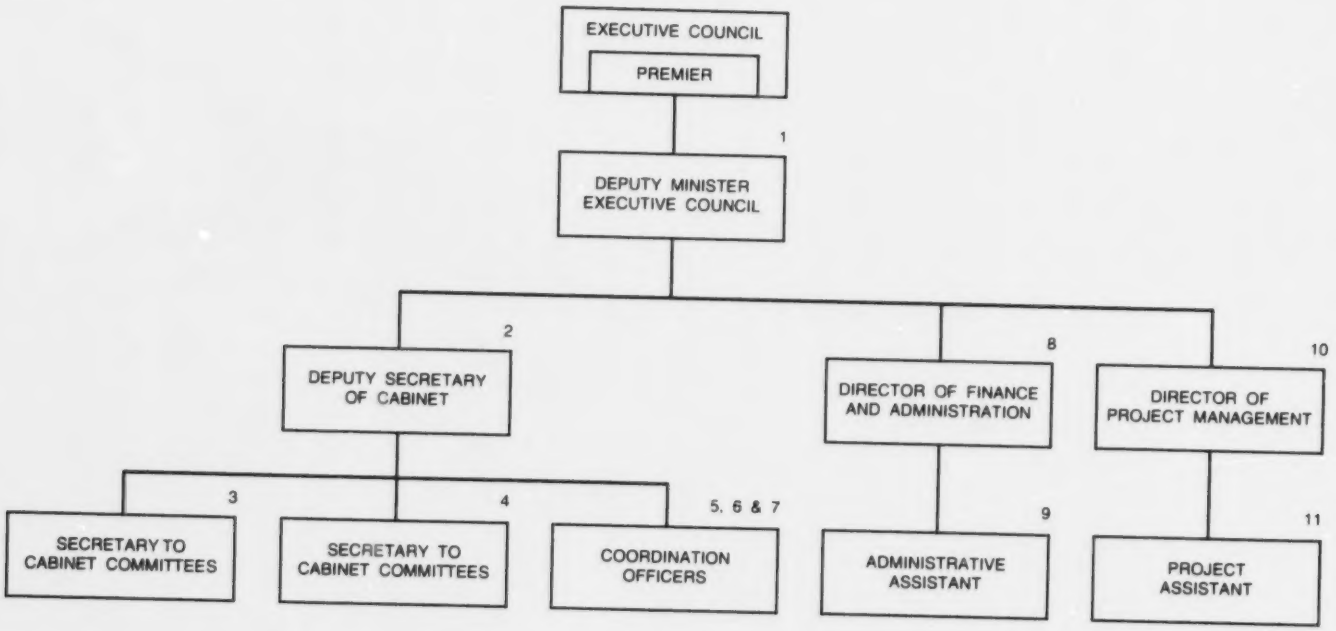
4 DIRECTOR, ELECTION OPERATIONS – Responsible for the provision of all operational, training and logistic support to the Returning Officers and their election staffs in accordance with the Election Act and the Senatorial Selection Act; oversees the conduct of all general and special enumerations, elections, by-elections and plebiscites.

5 ADMINISTRATION – Provides administrative and personnel support services for the Office of the Chief Electoral Officer.

Alberta

EXECUTIVE COUNCIL
OFFICE

NOVEMBER, 1989



1 DEPUTY MINISTER OF EXECUTIVE COUNCIL – Responsible to the Premier for the implementation of Cabinet decisions through the public service and for the coordination of Government departments and agencies; as the Secretary of Cabinet, provides a system of support services to Executive Council.

2 DEPUTY SECRETARY OF CABINET – Responsible to the Deputy Minister of Executive Council for scheduling and coordination of Cabinet and Cabinet committees and for supervision of the Cabinet committee secretaries and the Cabinet document support system; serves as the Secretary of the Priorities Committee; provides assistance to the Government House Leader in coordinating the Government's legislative package, and maintains liaison with the offices of the Lieutenant Governor, the Speaker and the Clerk of the Legislative Assembly.

3 SECRETARY TO CABINET COMMITTEES – Reporting to the Deputy Secretary of Cabinet, provides support services to the Social Planning Committee, Agriculture and Rural Economy Committee, and selected special committees of Cabinet; handles the paralegal operations of Executive Council, including Orders-in-Council.

4 SECRETARY TO CABINET COMMITTEES – Reporting to the Deputy Secretary of Cabinet, provides support services to the Economic Planning Committee, Energy Committee, the Legislative Review Committee, and selected special committees of Cabinet; coordinates the Government's legislative package in consultation with the Deputy Secretary of Cabinet.

5 COORDINATION OFFICERS – Reporting to the Deputy Secretary of Cabinet, are
6 responsible for the assembly, storage and distribution of Cabinet and Cabinet Com-
& mittee agendas and documents as well as the provision of a variety of administrative
7 coordination services to ministers' offices.

8 DIRECTOR OF FINANCE AND ADMINISTRATION – Reporting to the Deputy Minister, is responsible for the financial, personnel and administrative requirements of Executive Council and the Office of the Premier; provides support services to the Management Policy Cabinet Committee and the Management Policy Task Force.

9 ADMINISTRATIVE ASSISTANT – Responsible for the day-to-day financial, personnel and administrative requirements of Executive Council and the Office of the Premier.

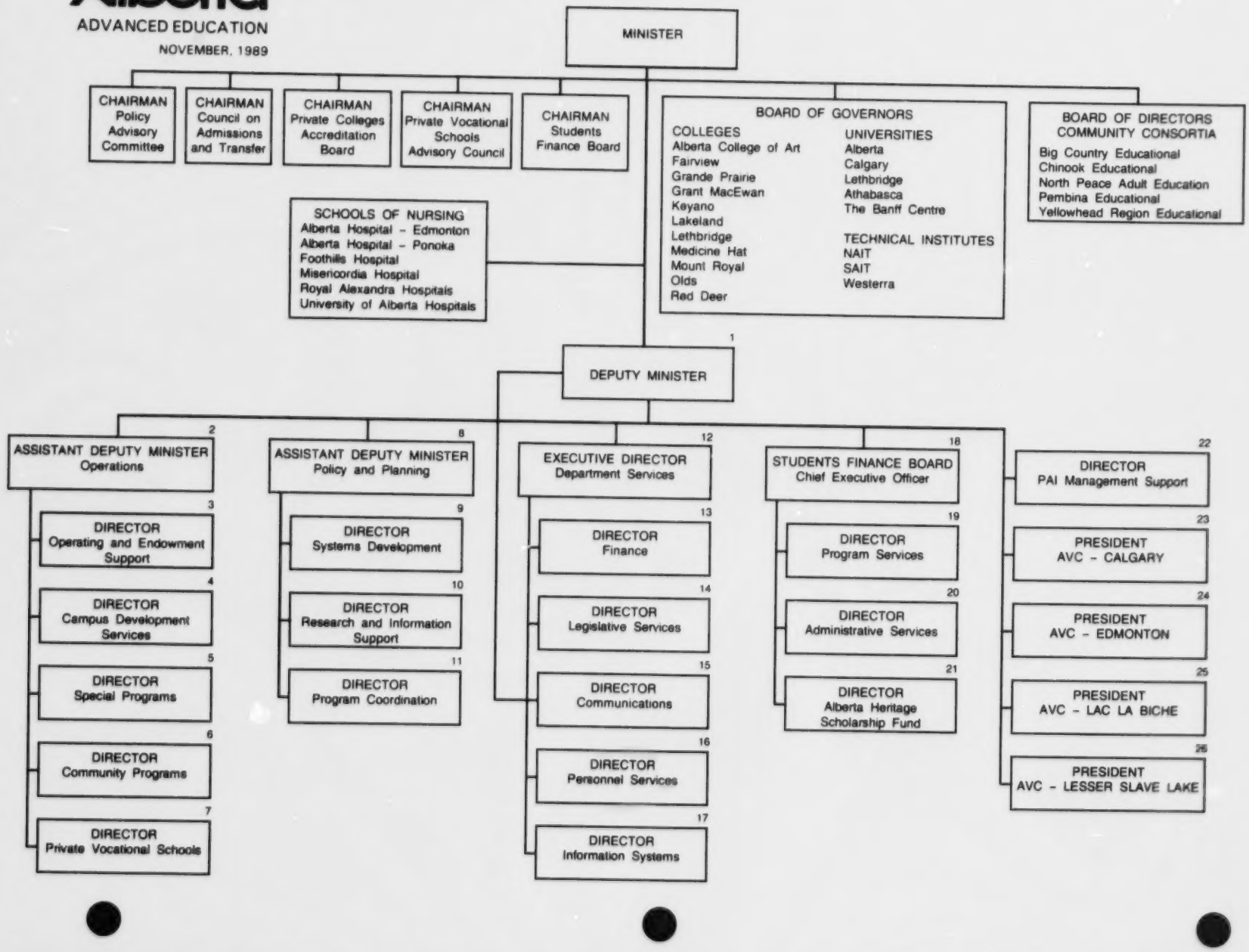
10 DIRECTOR OF PROJECT MANAGEMENT – Reporting to the Deputy Minister, is responsible for the coordination and consultative activities on behalf of Executive Council, the organization of executive searches for deputy ministers and other senior officials, and the coordination of various task forces and study teams; also responsible to the Chairman of the Regulatory Reform Program for advancing the Government's commitment to simplify or eliminate regulatory procedures.

11 PROJECT ASSISTANT – Performs research and analysis, and assists in the execution of various projects and activities assigned to the Project Management Division.

Alberta

ADVANCED EDUCATION

NOVEMBER, 1989



1 DEPUTY MINISTER – Administers, coordinates and controls Department activities including program, administrative and institutional functions.

2 ASSISTANT DEPUTY MINISTER, OPERATIONS – Responsible for administering the policies, programs and grant allocations delivered by the Department to serve the needs of the post-secondary education system.

3 DIRECTOR, OPERATING & ENDOWMENT SUPPORT – Responsible for the provision of operating grants to all public post-secondary institutions and private colleges and for the administration of the Advanced Education Endowment and Incentive Fund.

4 DIRECTOR, CAMPUS DEVELOPMENT SERVICES – Responsible for capital policy development, provision of capital grants to post-secondary institutions and planning and monitoring the acquisition, use, maintenance and disposal of capital resources in the system.

5 DIRECTOR, SPECIAL PROGRAMS – Responsible for providing leadership and co-ordination to the Department and the institutions for the operation of programs targeted to meet special needs including those programs and services funded from external sources.

6 DIRECTOR, COMMUNITY PROGRAMS – Responsible for facilitating access to life-long learning opportunities for adults in Alberta communities and for providing leadership and consultation to the network of further education councils, community educational consortia, and volunteer literacy tutor projects.

7 DIRECTOR, PRIVATE VOCATIONAL SCHOOLS – Responsible for providing a regulatory, licensing and monitoring function and overall coordination of the private vocational school sector in the province.

8 ASSISTANT DEPUTY MINISTER, POLICY & PLANNING – Responsible for generating recommendations in support of all program and policy areas, ensuring that institutional and system development is consistent with mandates and goals, ensuring that program offerings of institutions are implemented, coordinated and approved, and for developing and managing information pertinent to departmental missions.

9 DIRECTOR, SYSTEM DEVELOPMENT – Responsible for reviewing long-term institutional development planning activities with a view to the coordination of institutional development by region, sector and system, and the development of related policy initiatives.

10 DIRECTOR, RESEARCH AND INFORMATION SUPPORT – Responsible for establishing and maintaining the Department's general information systems and for handling research, science and technology issues as they relate to Alberta post-secondary institutions.

11 DIRECTOR, PROGRAM COORDINATION – Responsible for ensuring the coordinated development and delivery of educational programs at an optimal level across the post-secondary system through policy review and development, program initiatives, planning and inter-agency liaison.

12 EXECUTIVE DIRECTOR, DEPARTMENT SERVICES – Responsible for providing leadership and resources in the areas of finance, personnel, communications, legislative services and information systems.

13 DIRECTOR, FINANCE – Responsible for providing leadership and control of the Department's monetary affairs including control of revenue and expenditure transactions and the development and implementation of effective, efficient financial systems and procedures, and for providing administrative services to the Department.

14 DIRECTOR, LEGISLATIVE SERVICES – Responsible for developing and reviewing legislation related to post-secondary education in the province, administering departmental agreements, and coordinating the provision of legal advice on a variety of matters concerning the Department.

15 DIRECTOR, COMMUNICATIONS – Responsible for enhancing public awareness of the role of Advanced Education, as well as departmental programs and services within the province's post-secondary education system.

16 DIRECTOR, PERSONNEL SERVICES – Responsible for providing recruitment and selection, classification, compensation, employee relations, manpower planning, staff development, and occupational health and safety services to the Department.

17 DIRECTOR, INFORMATION SYSTEMS – Responsible for the Department's computerized information systems and electronic data processing (EDP) activity, and for providing consultation to ensure effective planning and efficient use of EDP resources throughout the Department.

18 CHIEF EXECUTIVE OFFICER, STUDENTS FINANCE BOARD – Responsible for the development, administration and delivery of all Students Finance Board programs.

19 DIRECTOR, PROGRAM SERVICES – Responsible for the coordination, evaluation and development of the Students Finance Board's programs and services.

20 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the management of the Students Finance Board's administrative and financial affairs.

21 DIRECTOR, ALBERTA HERITAGE SCHOLARSHIP FUND – Responsible for the administration of the Students Finance Board's Alberta Heritage Scholarship program.

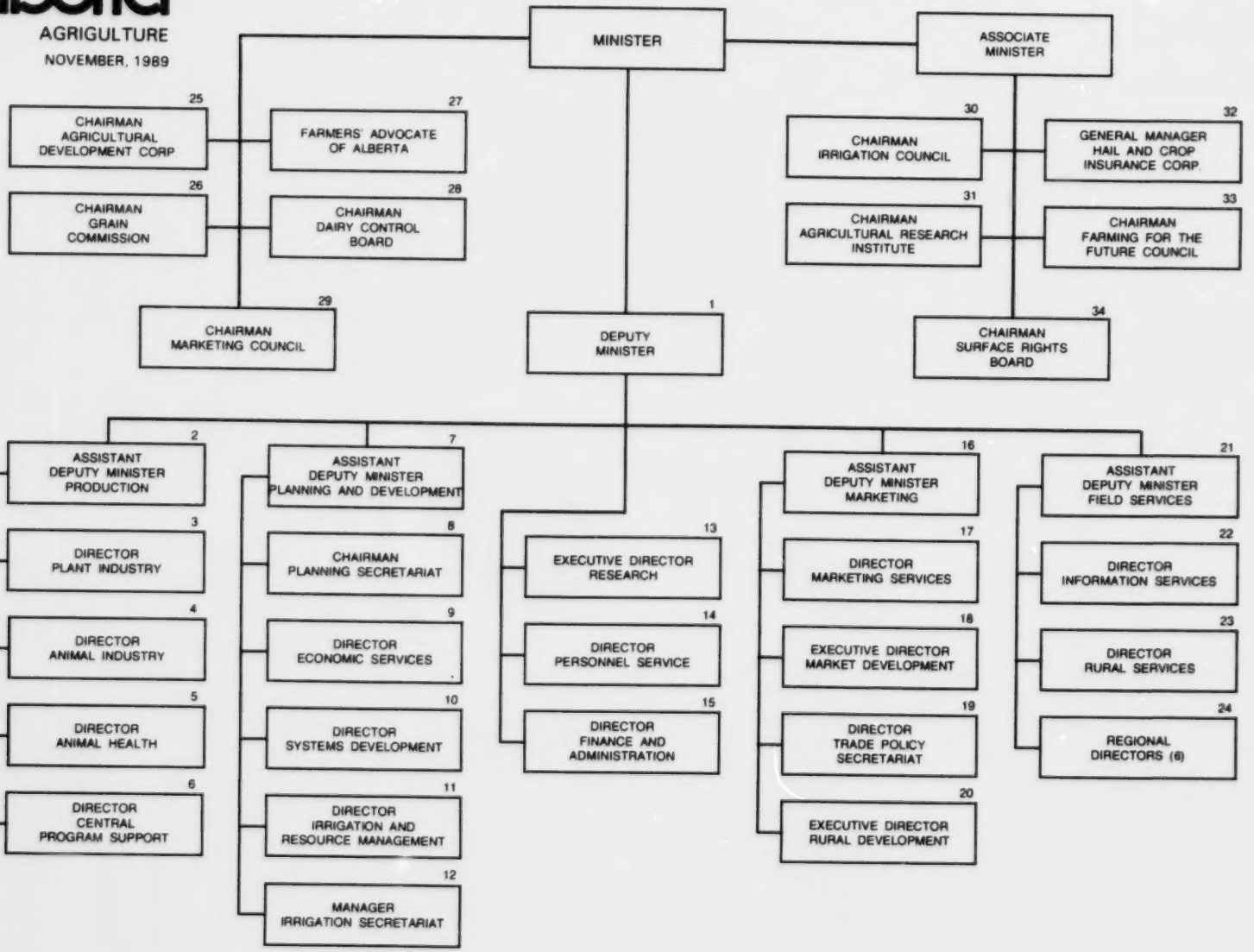
22 DIRECTOR, PAI MANAGEMENT SUPPORT – Responsible for providing support, co-ordination and consultation to the presidents and staff of the provincially administered institutions (PAIs).

23 to 26 PRESIDENTS, VOCATIONAL CENTRES – Responsible for leadership and management of educational institutions offering academic and skill development programs including academic upgrading, English as a Second Language, and employment training for adult Albertans.

Alberta

AGRIGULTURE

NOVEMBER, 1989



1 DEPUTY MINISTER – Recommends, implements and expedites policies and programs through the administration, coordination and control of the Department's functions to facilitate the sustained economic viability of the agriculture industry.

2 ASSISTANT DEPUTY MINISTER, PRODUCTION – Responsible for the development and implementation of policies which maximize the use of Alberta's agricultural resources and provide an acceptable economic return to the individual producer.

3 DIRECTOR, PLANT INDUSTRY – Directs and coordinates policies and programs which facilitate crop production. These programs include horticulture and field crop research and extension, weed and pest control, soils management and laboratory service and the farm shelter belt project.

4 DIRECTOR, ANIMAL INDUSTRY – Coordinates and directs the orderly development, administration, and regulation of programs and policies designed to maximize production of animals and animal products, compatible with the total Alberta agricultural resource potential.

5 DIRECTOR, ANIMAL HEALTH – Coordinates policies and directs programs designed to reduce disease losses in livestock and wildlife by providing effective preventative and laboratory veterinary services, and to provide safe, wholesome animal foods for humans and minimize risk from disease transmitted from animals to humans.

6 DIRECTOR, CENTRAL PROGRAM SUPPORT – Responsible for facilitating the implementation, delivery and administration of long-term agricultural stabilization programs.

7 ASSISTANT DEPUTY MINISTER, PLANNING AND DEVELOPMENT – Directs the provision of planning, economic statistical and analytical assistance and oversees encouragement of conservation and good management of the agricultural land base and water resource to the long term advantage of agriculture.

8 CHAIRMAN, PLANNING SECRETARIAT – Communicates with all segments of the agricultural industry and other governments to effectively meet the needs of the Department for strategic planning, program planning, evaluation, policy analysis, and policy development; coordinates departmental strategic planning on water and land use.

9 DIRECTOR, ECONOMIC SERVICES – Provides the Department and the agricultural sector with applied agricultural economic services consisting of economic analysis for business and market development, production cost studies, business operation, management advice, economic research and agricultural statistics.

10 DIRECTOR, SYSTEMS DEVELOPMENT – Provides effective support services to the Department in the area of electronic data processing (EDP) development, maintenance and use.

11 DIRECTOR, IRRIGATION AND RESOURCE MANAGEMENT – Provides and promotes soil and water conservation management techniques, on-farm irrigation services, irrigation project planning, land evaluation and resource analysis to farmers, farm organizations, local authorities and provincial agencies to assist them in the planning, allocation and development of land and water resources for sustained agricultural production.

12 MANAGER, IRRIGATION SECRETARIAT – Provides administrative management and support to irrigation policy and programs for irrigation districts; provides liaison and communication between the Irrigation Council, irrigation districts and others.

13 EXECUTIVE DIRECTOR, RESEARCH – Responsible for managing research grant programs, agricultural research planning, evaluating agricultural research programs and projects, disseminating research information and coordinating research activities, and providing administrative support to the Farming for the Future Council, and the Agricultural Research Institute.

14 DIRECTOR, PERSONNEL SERVICES – Develops and administers human resource programs (staff and organization development, occupational health and safety, classification and compensation, recruitment and selection, employee relations, and pay and benefits administration) to advise and assist line management in achieving its operating objectives.

15 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for all revenues and expenditures, development and review of financial systems and procedures, coordination of the budgetary process, and coordination of facilities required for the working environment of departmental staff.

16 ASSISTANT DEPUTY MINISTER, MARKETING – Through the administration and coordination of the Market Development Division, Marketing Services Division and the Rural Development program, ensures the implementation of policies and programs that optimize returns from market opportunities to Alberta's agriculture and food industries.

17 DIRECTOR, MARKETING SERVICES – Encourages development of primary and value-added processing sectors of the agricultural and food industry through the development and delivery of programs and services which address changing world economic and market realities, whether local, national or international in nature.

18 EXECUTIVE DIRECTOR, MARKET DEVELOPMENT – Develops, coordinates and implements services and support policies and programs to optimize the development and penetration of markets in Alberta, Canada, the U.S.A. and abroad for agricultural commodities, processed food and feed products, and technical services.

19 DIRECTOR, TRADE POLICY SECRETARIAT – Provides an ongoing evaluation of national and international trade developments as they impact on the agriculture and food sector of the Alberta economy; develops appropriate trade programs and policies, and provides assistance to industry on trade legislation and litigation.

20 EXECUTIVE DIRECTOR, RURAL DEVELOPMENT – Administers federal/provincial cost-shared processing, development, research and marketing programs.

21 ASSISTANT DEPUTY MINISTER, FIELD SERVICES – Responsible for the Department's six administrative regions, the Rural Services Division, and the Information Services Division.

22 DIRECTOR, INFORMATION SERVICES - Responsible for the development, planning, organization and evaluation of Alberta Agriculture's communication programs including print and broadcast media, library, and special projects.

23 DIRECTOR, RURAL SERVICES - Directs and coordinates divisional programs, recommends policy, and plans long and short-term programs. The program areas include: home economics, 4-H, agricultural engineering, Alberta Farm Machinery Research Centre, Green Certificate, home study, ag in the classroom, agricultural services boards, agricultural societies, agricultural development committees, and farm safety.

24 REGIONAL DIRECTORS - Administers the delivery of the Department's technology transfer programs and other special services and programs to farmers, farm families, agri-business, farm organizations, commodity groups, and municipal authorities, thus ensuring that their information needs are adequately met. These services include the district agriculturalists, district home economists and various regional specialists.

25 CHAIRMAN, AGRICULTURAL DEVELOPMENT CORPORATION - Provides short, intermediate and long-term credit through loans and guarantees to enhance the quality of life in rural Alberta.

26 CHAIRMAN, GRAIN COMMISSION - Provides continuous review of all facets of the grain and oilseeds industry in Alberta for purposes of recommending policy.

27 FARMERS' ADVOCATE OF ALBERTA - Acts as an ombudsman to Alberta farmers who feel that their rights have been violated.

28 CHAIRMAN, DAIRY CONTROL BOARD - Administers the Alberta Dairy Board Act, which provides for the regulation of the dairy industry, and the Milk Pricing Regulation of the Public Utilities Board.

29 CHAIRMAN, MARKETING COUNCIL - Provides assistance, advice and support to marketing boards and commissions. The Council delegates powers under the Marketing of Agricultural Products Act to boards and commissions to accomplish their stated objectives.

30 CHAIRMAN, IRRIGATION COUNCIL - Formulates irrigation policy and programs for irrigation districts.

31 CHAIRMAN, AGRICULTURAL RESEARCH INSTITUTE - Sets policies, determines priorities, coordinates and supports research in agriculture and food in cooperation with industry, the universities and other agencies.

32 GENERAL MANAGER, HAIL AND CROP INSURANCE CORPORATION - Makes hail insurance coverage of field crops available to producers throughout Alberta. The Corporation administers the Canada/Alberta Crop Insurance Program providing crop insurance for cereals, oilseeds and forage crops.

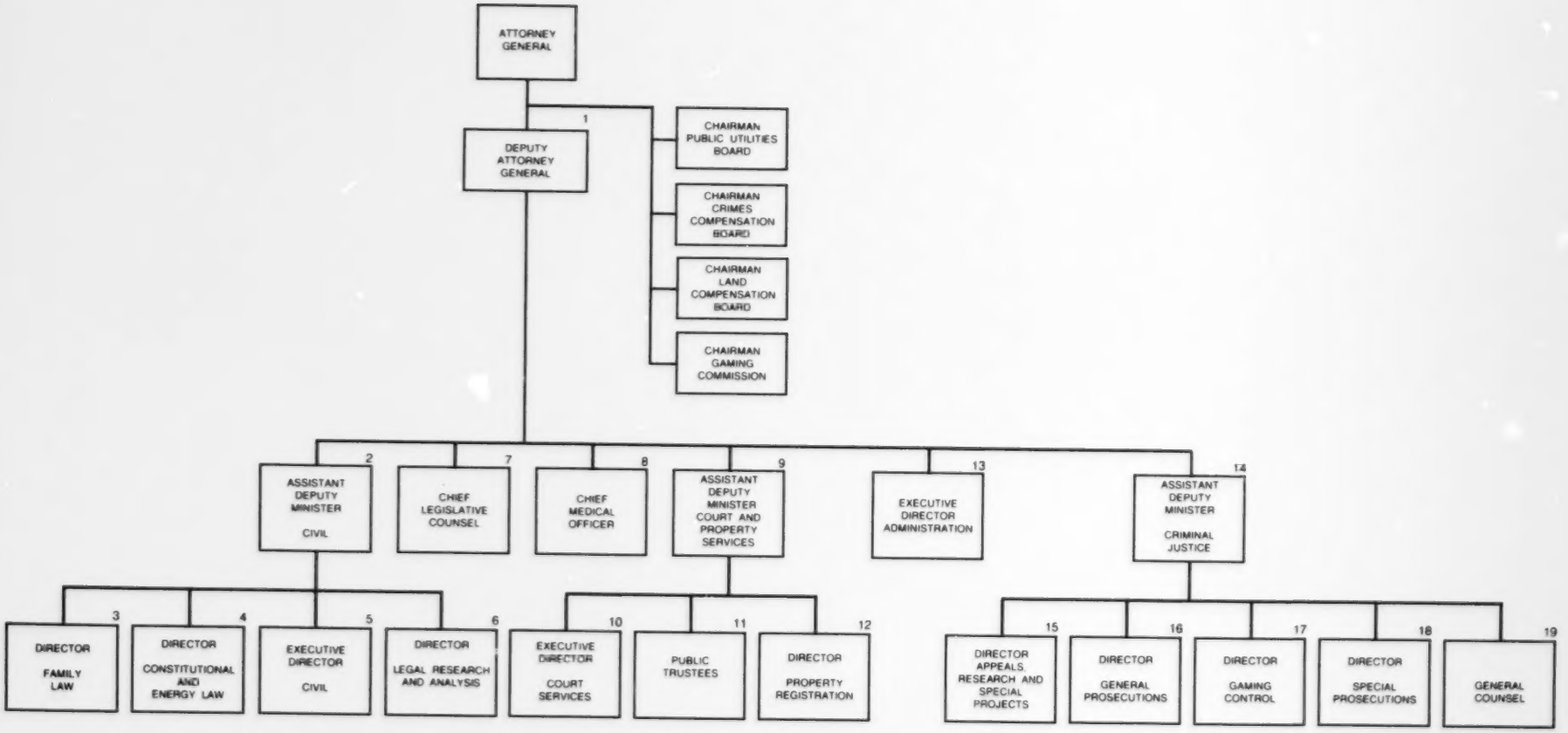
33 CHAIRMAN, FARMING FOR THE FUTURE COUNCIL - Advises the Associate Minister of Agriculture on the operation of the Farming for the Future agricultural research program; assesses, reviews and implements specific research and demonstration projects; provides a forum for discussion of policy and program areas of relevance to Alberta's agricultural research needs.

34 CHAIRMAN, SURFACE RIGHTS BOARD - Responsible for the administration of the Surface Rights Act and Part 2 of the Expropriation Act, initiates and implements Board policies, initiates legislative changes, and formulates rules of procedure.

Alberta

ATTORNEY GENERAL

NOVEMBER, 1989



1 DEPUTY ATTORNEY GENERAL – Advises the Minister respecting his duties and responsibilities as the Senior Law Officer of the Crown, which includes the provision of legal services to Executive Council, departments, boards, agencies and commissions, the provision of prosecutorial services on behalf of the Crown, and the delivery of other major programs such as Land Titles, Public Trustee, Personal Property Registration, Medical Examiner's Office and the operations of all administrative support functions.

2 ASSISTANT DEPUTY MINISTER, CIVIL – Responsible for the coordination of legal services to the Attorney General and all departments in the areas of civil law, constitutional law, legal research and analysis, and family law.

3 DIRECTOR, FAMILY LAW – Provides legal services to the Government in family law related areas including the conduct of Child Welfare Act litigation and the provision of legal advice to the Department of Family and Social Services; acts as the central authority under the Hague Convention on International Child Abduction.

4 DIRECTOR, CONSTITUTIONAL AND ENERGY LAW – Provides legal services to the Attorney General and all departments and some agencies of the Government in matters pertaining to constitutional law and Charter of Rights and Freedoms.

5 EXECUTIVE DIRECTOR, CIVIL – Acts as legal counsel to the Attorney General and provides legal services to all departments and some agencies of the Government in matters pertaining to civil law.

6 DIRECTOR, LEGAL RESEARCH AND ANALYSIS – Provides to the Minister and Deputy Minister services relating to legal research, analysis and advice on matters concerning law reform and legal policy requirements.

7 CHIEF LEGISLATIVE COUNSEL – Prepares and drafts Government bills, regulations, and Orders in Council, and advises Ministers and Government officials on primary and subordinate legislation.

8 CHIEF MEDICAL EXAMINER – Administers the Fatality Inquiries Act which is concerned with the investigation of all unexpected, unexplained and violent deaths in Alberta.

9 ASSISTANT DEPUTY MINISTER, COURT AND PROPERTY SERVICES – Responsible for the administration of the Land Titles Offices and the Personal Property Registry, the provision of administrative support to all levels of Alberta courts, and the provision of estate and trust services through the offices of the Public Trustee.

10 EXECUTIVE DIRECTOR, COURT SERVICES – Responsible for administrative support services to the Provincial Courts, Court of Queen's Bench and Surrogate Court, and Courts of Appeal in the province, including sheriff's services and law libraries.

11 PUBLIC TRUSTEE – Responsible for protecting the assets and financial interests of children under 18 and of missing persons, acting as trustee of the estates of dependent adults with mental disabilities and serving as administrator of the estates of persons who die intestate, with no relatives in the province or where next-of-kin are not prepared to administer the estate or request the Public Trustee to act.

12 DIRECTOR, PROPERTY REGISTRATION – Responsible for registration and search services relating to documents affecting titles to patented land and security interest documents affecting personal property.

13 EXECUTIVE DIRECTOR, ADMINISTRATION – Provides support services and advice to department management on all aspects of non-legal administration; responsible for the administration of the Maintenance Enforcement Program.

14 ASSISTANT DEPUTY MINISTER, CRIMINAL JUSTICE – Administers the General Prosecutions Branch, Special Prosecutions Branch, Appeals, Research and Special Projects Branch, Gaming Control Branch, and Board of Review; directs the provision of criminal prosecutorial services in all the above areas within Alberta.

15 DIRECTOR, APPEALS, RESEARCH AND SPECIAL PROJECTS – Responsible for the provision of prosecutorial service in the Court of Appeal and the Supreme Court of Canada; develops the Alberta Government's positions in primary areas of criminal law and coordinates special projects in criminal justice administration at the federal, provincial and municipal levels.

16 DIRECTOR, GENERAL PROSECUTIONS – Responsible for the administration of general criminal prosecutions and youth prosecutions in the judicial districts of Alberta.

17 DIRECTOR, GAMING CONTROL BRANCH – Responsible for investigation of licenses for gaming in Alberta.

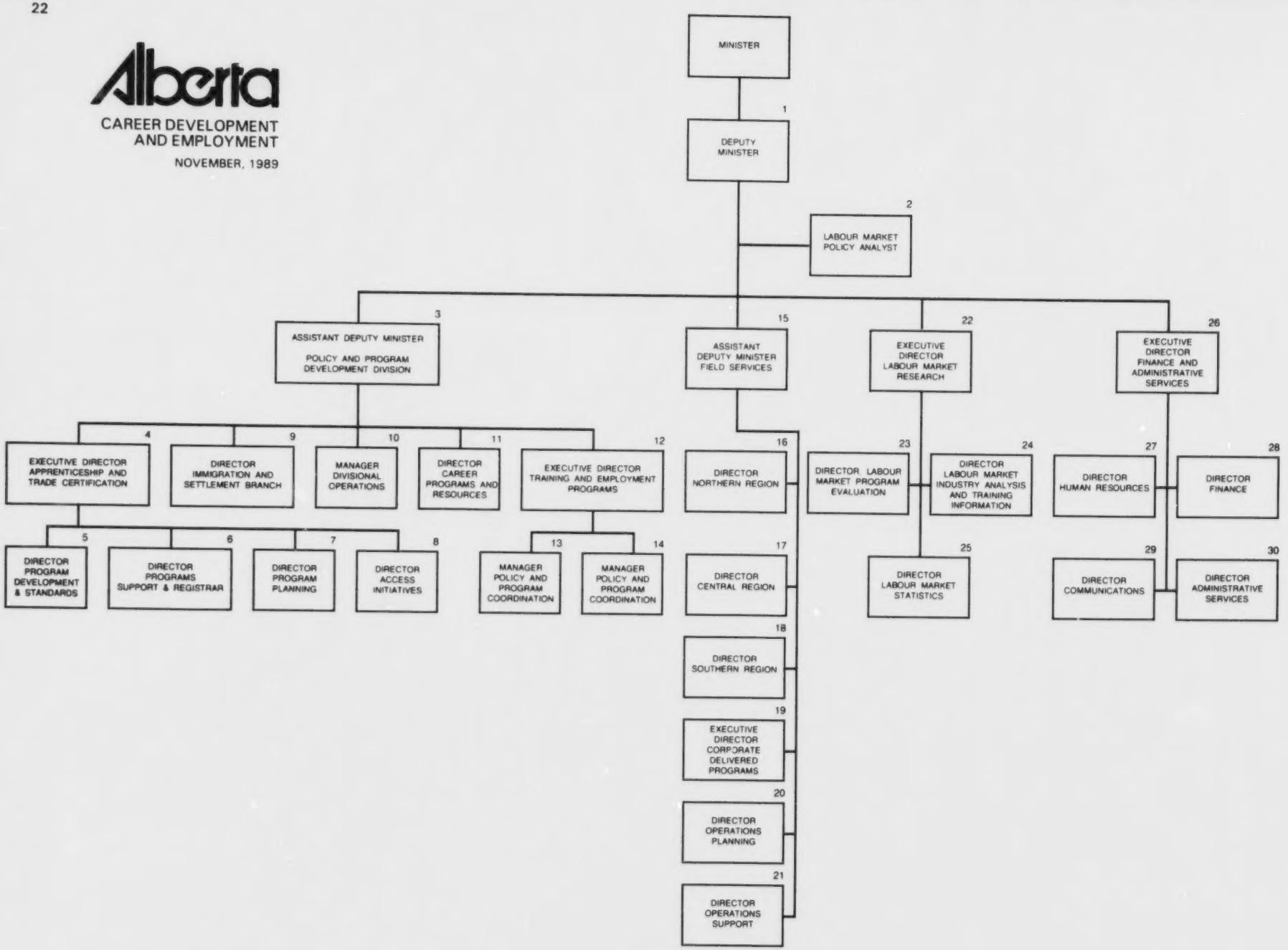
18 DIRECTOR, SPECIAL PROSECUTIONS – Responsible for the provision of prosecutorial assistance in those cases involving complex commercial or corporate crimes, protracted criminal procedures and significant cases which are more appropriately handled outside the mainstream of general prosecutions.

19 GENERAL COUNSEL, CRIMINAL JUSTICE DIVISION – Responsible to the Deputy Attorney General and the Assistant Deputy Minister (Criminal Justice) for undertaking special assignments in criminal cases which are of a sensitive or difficult nature, in addition to assignments involving federal or provincial legislation, its revision and amendment.

Alberta

CAREER DEVELOPMENT
AND EMPLOYMENT

NOVEMBER, 1989



1 DEPUTY MINISTER – As the chief executive officer of the Department, is responsible for the management, coordination and control of all departmental functions, provides advice to the Minister on labour market policies and programs, and translates ministerial policies into plans and programs.

2 LABOUR MARKET POLICY ANALYST – Responsible for the coordination of management, strategic planning, policy development, and objective-setting systems between the Deputy Minister's office and departmental divisions.

3 ASSISTANT DEPUTY MINISTER, POLICY AND PROGRAM DEVELOPMENT DIVISION – Responsible for establishment of policies and programs for the Department, for the direction, coordination and management of program development and operations, and for the establishment and maintenance of program and services standards throughout the province.

4 EXECUTIVE DIRECTOR, APPRENTICESHIP AND TRADE CERTIFICATION – Responsible for the overall planning, development and direction of provincial policies related to all aspects of apprenticeship and journeyman training and certification programs designated under the Manpower Development Act, ensures that standards are maintained at both the provincial and interprovincial program levels.

5 DIRECTOR, PROGRAM DEVELOPMENT AND STANDARDS – Responsible for developing and implementing policies pertaining to the establishment and maintenance of training and certification programs as authorized under the Manpower Development Act; directs the ongoing development and revisions of apprenticeship curricula, trade programs, journeyman upgrading programs, and examinations in cooperation with the Provincial Apprenticeship Committees; liaises with industry through the management and administration of provincial apprenticeship committees and consults with institutions on program matters.

6 DIRECTOR, PROGRAMS SUPPORT AND REGISTRAR – Responsible for planning and developing policy recommendations concerning standards and certification, and for the planning, development and implementation of such training and certification programs as are authorized under the Manpower Development Act; directs the operations of the Data and Records Control unit, Examinations and Certification unit, and Institute Liaison unit; implements programs and policies coordinated in respect to institutional program delivery and deals with related institutional and Federal Government concerns.

7 DIRECTOR, PROGRAM PLANNING – Responsible for investigating future training requirements, researching new occupations with potential for designation and/or training, determining the viability of alternate and innovative training programs, systems and delivery methods, assessing the viability of the apprenticeship service delivery, developing related policy alternatives, and building and maintaining relevant data bases.

8 DIRECTOR, ACCESS INITIATIVES – Responsible for developing policy and program initiatives which will increase the participation of women, natives, persons with disabilities, immigrants and visible minorities in the designated trades.

9 DIRECTOR, IMMIGRATION AND SETTLEMENT PROGRAMS – Responsible for responding to the immigration and settlement concerns which affect Alberta and its residents through the development and delivery of a variety of programs and services, including those which address issues such as business immigration, English as a second language, and the annual levels of immigration to Alberta.

10 MANAGER, DIVISIONAL OPERATIONS – Responsible for the overall development, implementation and maintenance of operational activities within the division including financial, personnel, and facility matters, and for the maintenance of a comprehensive management information system.

11 DIRECTOR, CAREER PROGRAMS AND RESOURCES – Responsible for policies, programs and information materials to support the career counselling services of the Department, and for the identification and development of strategies to address the specific career development issues of women.

12 EXECUTIVE DIRECTOR, TRAINING AND EMPLOYMENT PROGRAMS – Responsible for policy and program development and coordination in the areas of industry-based training and job creation, the purchase of ad-hoc vocationally oriented training programs form post-secondary institutions, the provision of financial support for training for disabled and disadvantaged Albertans, and the development and coordination of interdepartmental and intergovernmental initiatives.

13 & 14 MANAGERS, POLICY AND PROGRAM COORDINATION – Manage the process of program and policy development through the coordination of departmental and interdepartmental initiatives, the implementation of pilot programs, the identification of opportunities for the development of skills of Albertans and activities that can be used to address the skills needed by Alberta employers.

15 ASSISTANT DEPUTY MINISTER, FIELD SERVICES – Responsible for directing, coordinating and controlling the delivery of manpower training and employment programs and services throughout Alberta.

16 DIRECTOR, NORTHERN REGION – Responsible for the delivery of all departmental programs and services in the Northern Region, which covers the area of the province north of Athabasca.

17 DIRECTOR, CENTRAL REGION – Responsible for the delivery of all departmental programs and services in the Central Region, which covers the part of the province from Athabasca to Red Deer including the Cold Lake – Lac La Biche area.

18 DIRECTOR, SOUTHERN REGION – Responsible for the delivery of all departmental programs and services in the Southern Region, which covers the area from Red Deer to the southern border of the province including the City of Red Deer.

19 EXECUTIVE DIRECTOR, CORPORATE DELIVERED PROGRAMS – Responsible for the delivery of corporate delivered training, employment and contract services programs on a province-wide basis.

20 DIRECTOR, OPERATIONS PLANNING – Responsible for the development of operational strategies, procedures and processes for implementing new policies and programs.

21 DIRECTOR, OPERATIONS SUPPORT – Responsible for the provision of administrative services in human resource planning, systems development, financial planning, claims processing and general services.

22 EXECUTIVE DIRECTOR, LABOUR MARKET RESEARCH – Responsible for managing and coordinating a wide range of planning, research, information, policy analysis and evaluation services which assist the Department in the development and implementation of its policies, programs and services throughout the province.

23 DIRECTOR, LABOUR MARKET PROGRAM EVALUATION – Responsible for designing and managing evaluations of departmental programs and services as well as for gathering and analyzing information, undertaking research studies, and assisting in the development of labour market policy options and strategies concerning demography, immigration and disadvantaged populations.

24 DIRECTOR, LABOUR MARKET INDUSTRY ANALYSIS AND TRAINING INFORMATION – Responsible for gathering and analyzing information, undertaking special studies and monitoring changes in labour market conditions in the province's various industry sectors, assisting in the development of training and employment strategy proposals, and obtaining and analyzing information on training in Alberta as well as on labour market research being done in other jurisdictions.

25 DIRECTOR, LABOUR MARKET STATISTICS – Responsible for acquiring, developing and analyzing a comprehensive range of labour market statistics for the province and its regions, preparing forecasts of future economic and labour market conditions, analyzing past and projecting future economic and occupational trends, and providing advice on the implications of changing labour market conditions.

26 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATIVE SERVICES – Responsible for coordinating and controlling the development and operations of departmental support services including strategic and policy planning related to finance, personnel, communications, systems development, records management, legislative and library services, and facilities management.

27 DIRECTOR, HUMAN RESOURCES – Responsible for the planning, development, implementation and administration of the Department's human resource program and for interpreting and advising on personnel policy.

28 DIRECTOR, FINANCE – Responsible for the budgeting, disbursement, monitoring and control of departmental funds and for the development and implementation of policies, procedures and financial systems required to ensure efficient and effective financial management.

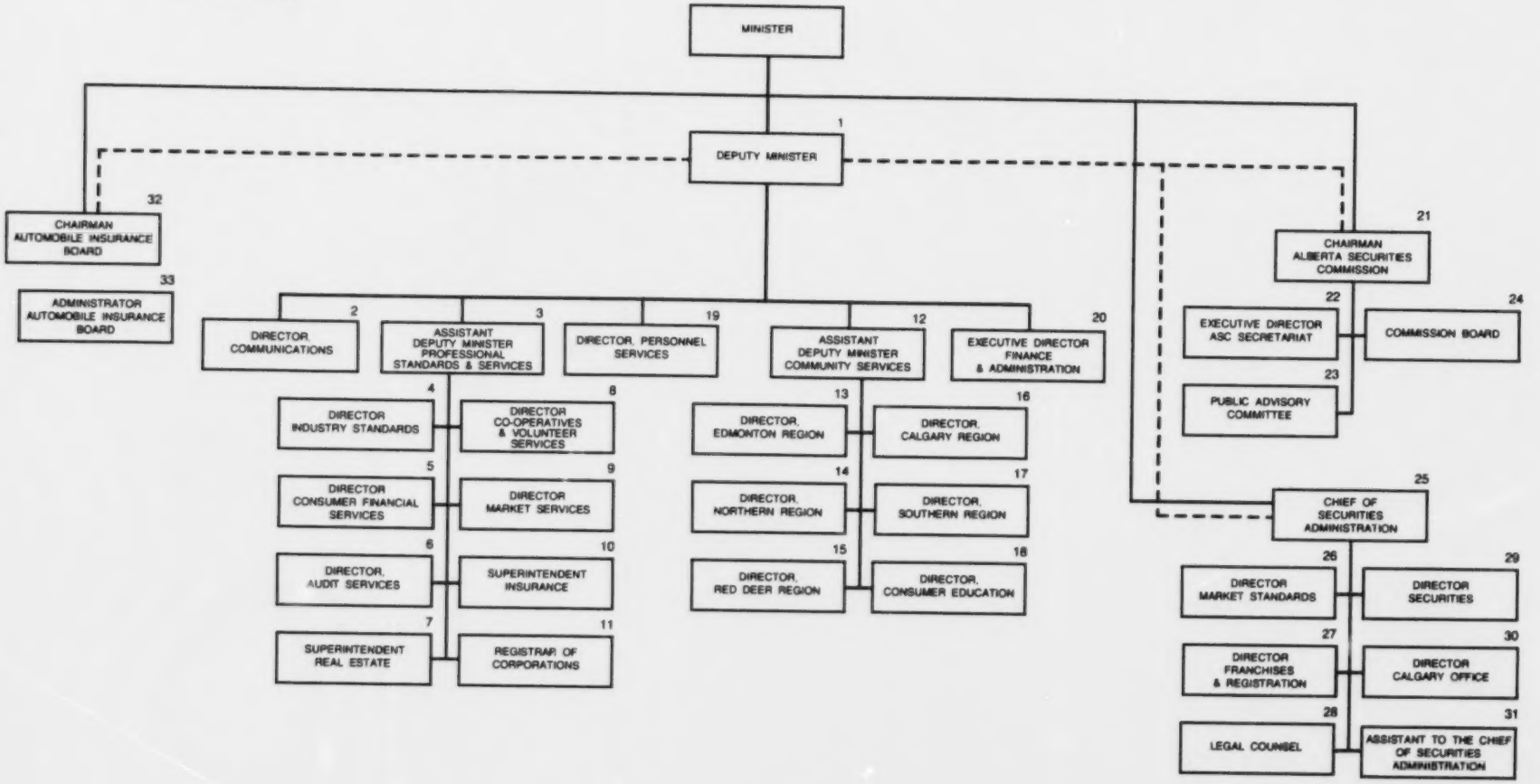
29 DIRECTOR, COMMUNICATIONS – Responsible for directing all public and media relations, speech writing, advertising, information services, printing, graphic design services and related communications production requirements of the Department and the Minister's office.

30 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the provision of administrative services including systems development, legislative and library services, records management, and facilities management.

Alberta

CONSUMER AND CORPORATE AFFAIRS

NOVEMBER, 1989



1 DEPUTY MINISTER – Plans, coordinates and administers all departmental programs.

2 DIRECTOR, COMMUNICATIONS – Advises the Minister and senior management on matters relating to the content and media used to inform the public about departmental issues and services; oversees the production of the wide range of media used to convey information to the public.

3 ASSISTANT DEPUTY MINISTER, PROFESSIONAL STANDARDS AND SERVICES – Responsible for development of policy and legislative recommendations and operating plans for eight distinct programs, under the general direction of the Minister and Deputy Minister.

4 DIRECTOR, INDUSTRY STANDARDS – Responsible for administration of the Licensing of Trades and Businesses Act, the Public Auctions Act, the Direct Sales Cancellation Act, the Fuel Oil Licensing Act, the Cemeteries Act and the Prearranged Funeral Services Act; liases with industry concerning the delegation of regulation to responsible groups.

5 DIRECTOR, CONSUMER FINANCIAL SERVICES – Responsible for developing and administering standards for consumers and businesses in lending and collecting consumer credit and the purchase of financial products and services.

6 DIRECTOR, AUDIT SERVICES – Undertakes audits of insurers and other entities covered by departmental legislation; provides financial analysis of financial information filed with the Department; reviews information folders filed under the Insurance Act and prospectus filed under the Real Estate Agents' Licensing Act.

7 SUPERINTENDENT, REAL ESTATE – Responsible for the administration of the Real Estate Agents' Licensing Act, Mortgage Brokers Regulation Act, Condominium Property Act, Landlord and Tenant Act, and Mobile Home Sites Tenancies Act.

8 DIRECTOR, CO-OPERATIVES AND VOLUNTEER SERVICES – Responsible for approving and ensuring the registration of co-operative associations and amendments to incorporation documents; maintains a partnership relationship with the co-operative sector in Alberta; administers and coordinates activities under the Public Contributions Act.

9 DIRECTOR, MARKET SERVICES – Responsible for the administration of the Unfair Trade Practices Act and the development of standards for consumer transactions.

10 SUPERINTENDENT, INSURANCE – Responsible for the administration of the Insurance Act, which ensures provision of adequate service to the insured public by establishing standards for knowledgeable and qualified insurance agents, brokers, adjusters and insurers.

11 REGISTRAR OF CORPORATIONS – Responsible for providing an effective administrative mechanism to accommodate the growth of Alberta business through the corporate sector; administers the Alberta Business Corporations Act, Alberta Companies Act, Societies Act, Co-operative Associations Act, Credit Union Act, Religious Societies' Lands Act, and Cemetery Companies Act.

12 ASSISTANT DEPUTY MINISTER, COMMUNITY SERVICES – Responsible for the delivery of the Department's programs and program support through the regional office system and the Consumer Education Branch.

13 to 17 REGIONAL DIRECTORS (5) – Responsible for the delivery of all departmental programs to the Alberta public through five demographically central locations; participate on a management committee involved in policy recommendations and program coordination.

18 DIRECTOR, CONSUMER EDUCATION – Responsible for the development and distribution of consumer education publications and overseeing the operations of the Department's resource centre.

19 DIRECTOR, PERSONNEL SERVICES – Responsible for providing departmental services in the areas of recruitment and selection, classification, employee relations, training and development, pay administration, occupational health and safety, and human resource planning.

20 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for the planning, policy development, delivery and evaluation of the following services: accounting, budgeting, data processing, records management and general administration.

21 CHAIRMAN, ALBERTA SECURITIES COMMISSION BOARD – Chairs the Commission Board and presides over quasi-judicial hearings; develops public policy and recommends legislative and regulatory changes to the Minister; provides the public of Alberta with information and awareness to make informed investment decisions; establishes strong relationships with all related government and financial institutions; oversees the activities of the Alberta Stock Exchange; and administers the Securities Commission Secretariat.

22 EXECUTIVE DIRECTOR, ALBERTA SECURITIES COMMISSION SECRETARIAT – Provides advisory and consultative services to the Commission Board; directs and coordinates the policy development, legislative and regulatory functions of the Board.

23 PUBLIC ADVISORY COMMITTEE – Deals with issues raised by the Securities Commission and the Government.

24 COMMISSION BOARD – Hears disciplinary matters brought forward by the Securities Commission Agency.

25 CHIEF OF SECURITIES ADMINISTRATION – Responsible for the administration and enforcement of the Securities Act and the Franchises Act and related regulations; ensures full, true and plain disclosure of investment vehicles to the investing public while facilitating a viable capital market within Alberta.

26 DIRECTOR, MARKET STANDARDS – Responsible for the investigation of possible contraventions of the Securities Act and the Franchises Act and bringing contraventions to the attention of the Chief or Board by way of a formal hearing for disciplinary action.

27 DIRECTOR, FRANCHISES AND REGISTRATION – Receives and reviews submissions for trades in franchises to ensure that investors have full, true and plain disclosure of the franchise terms and conditions; responsible for the review of applications for registration from dealers, advisors, underwriters, and salespeople for compliance with the Securities Act and the Franchises Act and regulations; undertakes audits of brokers or dealers who are not regulated by self-regulatory organizations.

28 LEGAL COUNSEL - Provides legal opinions and guidance to the Commission staff with respect to the interpretation of the legislation by the Commission; takes exemption applications and enforcement matters before the Board on behalf of the Agency.

29 DIRECTOR, SECURITIES - Receives and reviews filings made by way of prospectus, statement of material facts and rights offerings for all securities offered through these documents; processes requests for escrow transfers and releases.

30 DIRECTOR, CALGARY OFFICE - Responsible for administration of the Agency's Calgary-based securities analysis and enforcement personnel.

31 ASSISTANT TO THE CHIEF OF SECURITIES ADMINISTRATION - Responsible for the management of all the support functions of the Commission Agency and Board.

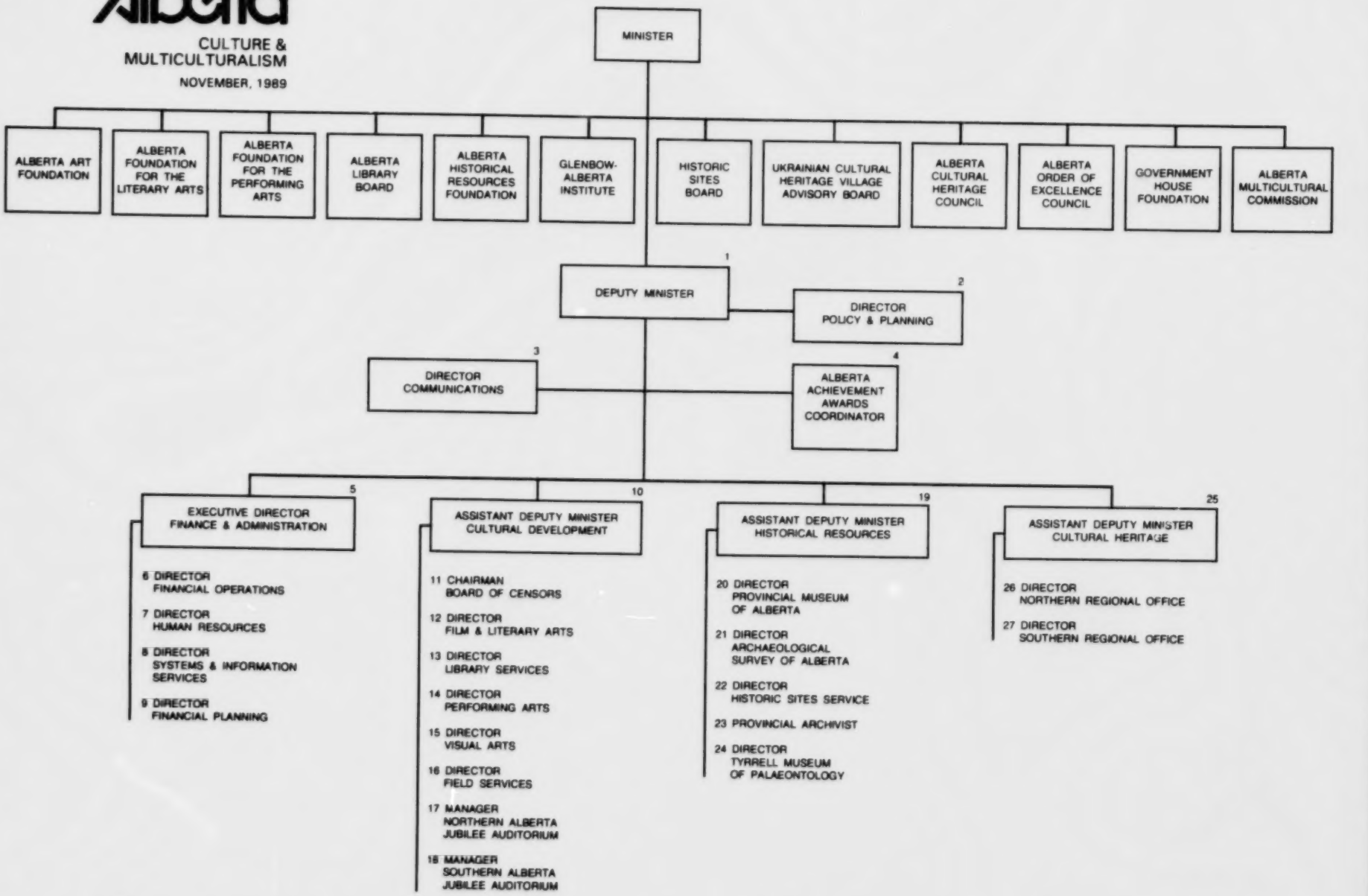
32 CHAIRMAN, AUTOMOBILE INSURANCE BOARD - Chairs meetings of the Board which regulates rates charged for the compulsory portion of automobile insurance in Alberta.

33 ADMINSTRATOR, AUTOMOBILE INSURANCE BOARD - Handles enquiries and complaints from the public concerning automobile insurance rating; analyzes proposals for rate changes; handles the Board's correspondence and administration.

Alberta

CULTURE & MULTICULTURALISM

NOVEMBER, 1989



DEPARTMENT OF CULTURE AND MULTICULTURALISM

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 DEPUTY MINISTER – Responsible for the administration, coordination and control of all line and staff functions within the Department.

2 DIRECTOR, POLICY AND PLANNING – Coordinates the corporate/strategic planning process at the departmental level; facilitates ongoing operations and manages inter-departmental and intergovernmental affairs.

3 DIRECTOR, COMMUNICATIONS – Provides two-way public communication service to maximize the effective delivery of departmental services including advertising, publications, audio visual media, photography, media liaison and attendance at public functions.

4 ALBERTA ACHIEVEMENT AWARDS COORDINATOR – Coordinates a province-wide program aimed at recognizing outstanding achievement in various areas of endeavour in the categories of competition, service, and excellence.

5 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for planning, coordinating and directing services in the central administrative division which includes personnel, financial planning, financial operations, library, records management, systems and information services, Revolving Fund, and grants and contracts administration.

6 DIRECTOR, FINANCIAL OPERATIONS – Develops and administers accounting policies, procedures and systems including accounts payable and receivable, and directs other administrative services such as accommodation planning, vehicle fleet, and telecommunications.

7 DIRECTOR, HUMAN RESOURCES – Responsible for such personnel services as recruitment, classification, manpower planning, employee relations, wage and salary administration, and staff development.

8 DIRECTOR, SYSTEMS & INFORMATION SERVICES – Directs and controls the development and implementation of electronic database information systems, records management and library functions.

9 DIRECTOR, FINANCIAL PLANNING – Coordinates and prepares the Department's annual budget submission, and prepares and monitors budget changes that occur during the year.

10 ASSISTANT DEPUTY MINISTER, CULTURAL DEVELOPMENT – Responsible for the administration of the performing, visual, film and literary arts, library services, film censorship programs, and the Jubilee Auditoria.

11 CHAIRMAN, BOARD OF CENSORS – Responsible for the Film Censor Board operation and administration of the Amusements Act.

12 DIRECTOR, FILM AND LITERARY ARTS – Administers resources for the development of film and literary arts in Alberta.

13 DIRECTOR, LIBRARY SERVICES – Administers resources for the development of public libraries; stimulates cooperative development to create and coordinate a network of library information systems.

14 DIRECTOR, PERFORMING ARTS – Administers resources in the performing arts and the touring dance, drama and music programs.

15 DIRECTOR, VISUAL ARTS – Administers resources for the development of visual arts and crafts in Alberta.

16 DIRECTOR, FIELD SERVICES – Coordinates the work of six field offices responsible for assessing broad cultural needs and resources of the people in their areas.

17 & 18 MANAGERS, JUBILEE AUDITORIA – Administer the operations of the Jubilee Auditoria in the cities of Calgary and Edmonton.

19 ASSISTANT DEPUTY MINISTER, HISTORICAL RESOURCES – Responsible for the management of historical resources throughout Alberta and specifically for the Provincial Museum, the Provincial Archives, the Historic Sites Service, the Archaeological Survey of Alberta, the Tyrrell Museum of Palaeontology and financial assistance for historical resource preservation.

20 DIRECTOR PROVINCIAL MUSEUM OF ALBERTA – Administers and coordinates the diverse scientific, educational, informational and exhibition programs of the Museum.

21 DIRECTOR, ARCHAEOLOGICAL SURVEY OF ALBERTA – Responsible for administration of the programs involving location, recording and maintenance of a registry of archaeological surveys carried out within the province.

22 DIRECTOR, HISTORIC SITES SERVICE – Responsible for the documentation, preservation, restoration, interpretation and development of historic sites in Alberta.

23 PROVINCIAL ARCHIVIST – Responsible for the collection and preservation of documents and for the reference facilities for their study.

24 DIRECTOR, TYRELL MUSEUM OF PALAEONTOLOGY – Administers this internationally recognized public museum which is dedicated to the collection, preservation, research and display of palaeontological history, with specific concentration on and reference to Alberta.

25 ASSISTANT DEPUTY MINISTER, CULTURAL HERITAGE – Administers resources to create and maintain avenues of expression, preservation and stimulation of the diverse ethno-cultural heritage in the province; serves as Executive Director of the Alberta Multicultural Commission.

26 DIRECTOR, NORTHERN REGIONAL OFFICE – Responsible for the administration of cultural heritage programs in the northern region; coordinates staff resources in support of the four regional Cultural Heritage Councils in northern Alberta.

27 DIRECTOR, SOUTHERN REGIONAL OFFICE – Responsible for the administration of cultural heritage programs in the southern region; coordinates staff resources in support of the four regional Cultural Heritage Councils in southern Alberta.

28 ALBERTA ART FOUNDATION – Responsible for the purchase and display of works by Alberta artists.

29 ALBERTA FOUNDATION FOR THE LITERARY ARTS – Promotes and provides people and organizations the opportunity to participate in the literary arts; supports and contributes to the publishing and marketing of the literary works of Albertans by assisting and developing library services and the book and periodical industry in Alberta.

30 ALBERTA FOUNDATION FOR THE PERFORMING ARTS – Promotes and contributes to the development of the performing arts in Alberta.

31 ALBERTA LIBRARY BOARD – Advises the Minister of matters relating to the expansion, development, coordination and encouragement of libraries in Alberta.

32 ALBERTA HISTORICAL RESOURCES FOUNDATION – Receives and preserves or restores historical resources for the use, enjoyment and benefit of the people of Alberta.

33 GLENBOW-ALBERTA INSTITUTE – Promotes and encourages the acquisition and diffusion of knowledge of man, his arts, his history and the nature of the world in which he lives, in such a manner as to best serve the educational and cultural needs of the peoples of Alberta.

34 HISTORIC SITES BOARD – Advises and makes recommendations to the Minister of matters concerning the preservation and protection of historic sites in Alberta.

35 UKRAINIAN CULTURAL HERITAGE VILLAGE ADVISORY BOARD – Advises and recommends to the Minister on matters concerning the preservation and protection of the Ukrainian Cultural Heritage Village; seeks support for the Village through donations of artifacts, buildings and historical information.

36 ALBERTA CULTURAL HERITAGE COUNCIL – Represents ethno-cultural groups as an advisory body to the Government of Alberta on the development and preservation of the cultural heritage in the province.

37 ALBERTA ORDER OF EXCELLENCE COUNCIL – Advises the Chancellor and recommends persons to be granted membership in the Order.

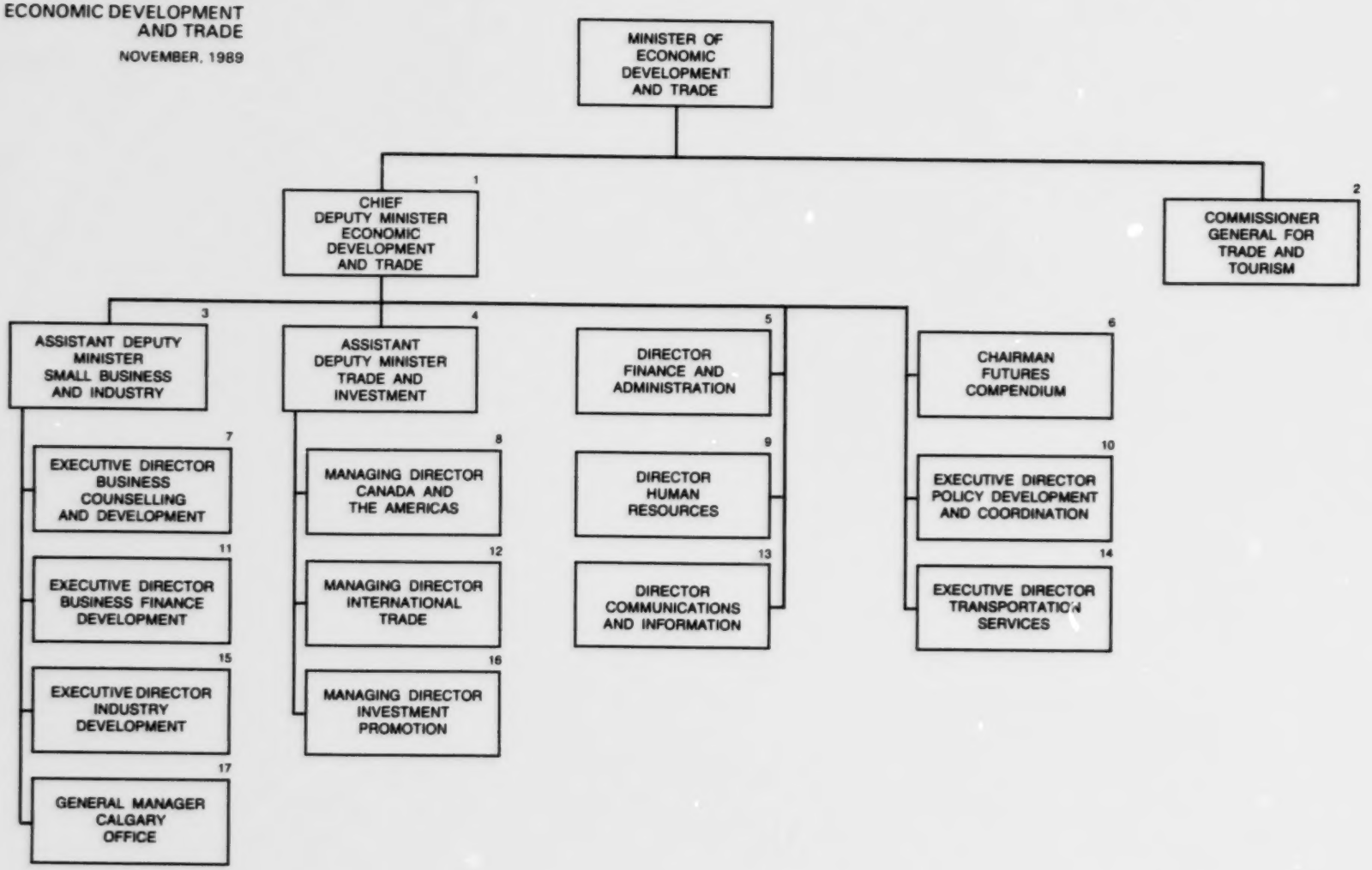
38 GOVERNMENT HOUSE FOUNDATION – Advises the Minister on the preservation of Government House as a historic site and building; solicits and receives gifts, bequests or any personal property for use or display in Government House.

39 ALBERTA MULTICULTURAL COMMISSION – Promotes tolerance and understanding of others through appreciation of the ethno-cultures, and fosters an environment in which volunteer groups and individuals can contribute to the cultural heritage of Alberta; encourages respect and sharing of the knowledge and traditions of ethno-cultural groups and the preservation, enhancement and development of artistic, historical and language resources by ethno-cultural groups in Alberta.

Alberta

ECONOMIC DEVELOPMENT AND TRADE

NOVEMBER, 1989



DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

FUNCTIONAL STATEMENTS – NOVEMBER, 1989

1 CHIEF DEPUTY MINISTER, ECONOMIC DEVELOPMENT AND TRADE – As chief executive officer, is responsible for the overall management and coordination of departmental functions and provides advice to the Minister on policies and programs.

2 COMMISSIONER GENERAL FOR TRADE AND TOURISM – Reporting to the Minister of Economic Development and Trade and supporting the Minister of Tourism, is responsible for promoting and enhancing the trade and tourism potential of Alberta internationally.

3 ASSISTANT DEPUTY MINISTER, SMALL BUSINESS AND INDUSTRY – Responsible for the management and coordination of activities to encourage business development by identifying, developing and implementing policies and programs that will assist existing Alberta businesses to develop and grow and encourage new businesses and individuals to establish in Alberta. This includes activities and support to assist communities in achieving economic growth.

4 ASSISTANT DEPUTY MINISTER, TRADE AND INVESTMENT – Responsible for the management and coordination of activities to support trade and investment development by identifying, developing and implementing policies and programs to encourage the private sector to participate more effectively in expanding exports and attracting investments.

5 DIRECTOR, FINANCE AND ADMINISTRATION – Provides centralized support services to the Department in the areas of accounting, budgeting, electronic data processing, library, accommodation and general administrative services.

6 CHAIRMAN, FUTURES COMPENDIUM – Through the work of a small specialized staff and a private sector advisory council, develops strategic intelligence on the likely course of the world economy, information on long-term structural change and the implications for Alberta.

7 EXECUTIVE DIRECTOR, BUSINESS COUNSELLING AND DEVELOPMENT – Responsible for assisting Alberta communities to enhance business activity compatible with local resources and for providing business counselling, information services and other assistance to foster entrepreneurship and sound management principles and practices.

8 MANAGING DIRECTOR, CANADA AND THE AMERICAS – Responsible for identifying market opportunities in Canada, U.S., Latin America and the Caribbean and matching them with Alberta manufacturing and service capabilities; assists Alberta companies to become export ready and supports exporters with their initial export experience in Canada and the U.S.

9 DIRECTOR, HUMAN RESOURCES – Provides personnel services including recruitment and selection, position classification, salary and wage administration, organization and staff development, human resource planning, employee relations and performance management.

10 EXECUTIVE DIRECTOR, POLICY DEVELOPMENT AND COORDINATION – Responsible for the development and coordination of economic strategies and programs related to the broad areas of industry and business development, diversification and trade.

11 EXECUTIVE DIRECTOR, BUSINESS FINANCE DEVELOPMENT – Responsible for financial support services to the Department, other government departments and the private sector; administers specific financial programs to support economic development and provides input into the development, implementation and administration of financial initiatives designed to foster business development and diversification of Alberta, including the Alberta Agency for International Development.

12 MANAGING DIRECTOR, INTERNATIONAL TRADE – Responsible for identifying new international market and investment opportunities and matching them with Alberta manufacturing and service capabilities; provides export marketing assistance to Alberta businesses to increase their effectiveness and competitiveness in the international market place.

13 DIRECTOR, COMMUNICATIONS AND INFORMATION – Provides consultative and technical communication and public relations services to the Minister and the Department in order to enhance the flow of accurate and timely information to the business sector, the general public and the news media.

14 EXECUTIVE DIRECTOR, TRANSPORTATION SERVICES – Responsible for providing policy analysis, development and coordination in the areas of transportation and physical distribution and for acting as a catalyst to facilitate the development of an adequate, competitive and cost effective transportation system to serve the Alberta economy.

15 EXECUTIVE DIRECTOR, INDUSTRY DEVELOPMENT – Responsible for implementing initiatives that encourage specific patterns of investment in industrial sectors by working with Alberta businesses, investors and industrial organizations.

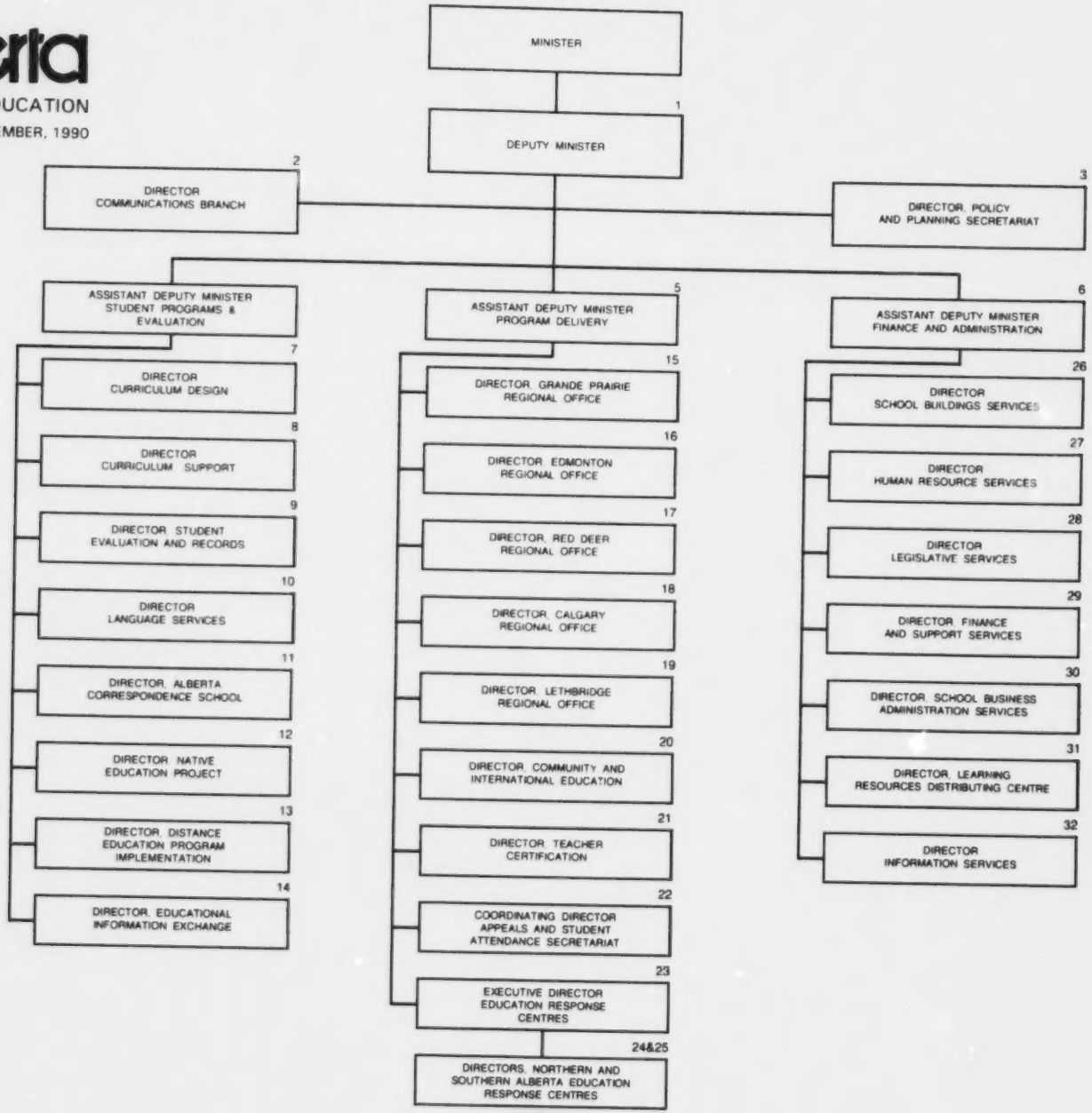
16 MANAGING DIRECTOR, INVESTMENT PROMOTION – Responsible for facilitating investment by promoting awareness of Alberta's economic capabilities and investment opportunities to the international investment/financial community.

17 GENERAL MANAGER, CALGARY OFFICE – Responsible for coordinating the delivery of departmental services to the Calgary region, as well as providing a direct link between the Calgary business community and the appropriate areas of the Department.

Alberta

EDUCATION

NOVEMBER, 1990



1 DEPUTY MINISTER – Acts as the key adviser to the Minister and provides leadership and direction for all activities of the Department.

2 DIRECTOR, COMMUNICATIONS BRANCH – Coordinates departmental public relations to inform the public about the policies, programs and services provided by Alberta Education; provides public relations consultation and editorial, graphic and print production services for senior management and the Department.

3 DIRECTOR, POLICY AND PLANNING SECRETARIAT – Develops departmental strategic plans; coordinates and undertakes policy development; evaluates programs; conducts research and studies; identifies, analyzes and assesses trends and issues and their potential impact on education and the Department; provides advice to assist in achieving departmental goals; and liaises with other departments and agencies, within and outside of the Government of Alberta.

4 ASSISTANT DEPUTY MINISTER, STUDENT PROGRAMS AND EVALUATION – Provides leadership and direction in the development of programs of study (curriculum specifications), teacher resource manuals and learning resources and their distribution to schools and other educational agencies; develops and administers student achievement tests, diploma examinations and student academic records; responsible for the Alberta Correspondence School and special projects such as native education and distance education.

5 ASSISTANT DEPUTY MINISTER, PROGRAM DELIVERY – Provides leadership and direction in the monitoring, evaluating, auditing and consulting functions of the regional offices and the services provided to schools and school jurisdictions by the Education Response Centres, including the Alberta School for the Deaf; administers teacher certification in Alberta as well as the school food services, community schools, extension, and educational exchange programs.

6 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION – Provides leadership and direction in the planning and management of financial and administration services, information services including the development and implementation of integrated electronic information processing systems, and the development of the Department's human resources; also responsible for legislative services, and school business administration services; chairs the School Buildings Board.

7 DIRECTOR, CURRICULUM DESIGN – Plans, designs, develops, and validates the provincial programs of study for early childhood services/elementary, junior, and senior high schools in terms of the knowledge, skills, and positive attitudes that all students must acquire to achieve the goals of basic education; selects, reviews and validates basic learning resources to support curricular programs, classroom instruction and student learning; develops, implements and maintains policies/requirements for programs at each level; maintains effective communication and working relationships with educational interest groups at the local, provincial, national and international levels.

8 DIRECTOR, CURRICULUM SUPPORT – Supervises and coordinates the acquisition or production of teaching support materials and student learning support resources including material for early childhood services, grades 1 to 12, and language programs; coordinates the preparation and implementation of Alberta Education's educational technology plans as well as the Department's involvement with ACCESS.

9 DIRECTOR, STUDENT EVALUATION AND RECORDS – Assesses levels of student achievement through the development, administration and scoring of achievement tests and provincial high school diploma examinations; maintains student academic records.

10 DIRECTOR, LANGUAGE SERVICES – Identifies the goals for the language programs from early childhood services through grade 12, including students with special needs, and translates these into programs of study which specify the competencies to be achieved; validates alternative language programs; identifies appropriate basic learning resources to support curricular programs.

11 DIRECTOR, ALBERTA CORRESPONDENCE SCHOOL – Administers the operation of the School which offers correspondence courses in grades 1 through 12 that are based on the Alberta curriculum; coordinates the design and production of distance learning materials for Alberta students.

12 DIRECTOR, NATIVE EDUCATION PROJECT – Initiates the development of programs and services that will improve the quality of education available to native students.

13 DIRECTOR, DISTANCE EDUCATION PROGRAM IMPLEMENTATION – Directs the province-wide implementation of distance education through consortia development and local school board delivery; provides distance education in-service, consultation and evaluation; monitors future trends for technology use in schools.

14 DIRECTOR, EDUCATIONAL INFORMATION EXCHANGE – Provides leadership and direction in the development and implementation of a new provincial student information system; initiates and supervises projects to improve and find more efficient methods of exchanging student data and information in the educational community; promotes school and jurisdiction student record automation; provides student record automation consultation services.

15 to 19 DIRECTORS, REGIONAL OFFICES OF EDUCATION – Monitor, evaluate and audit the performance of schools and school authorities in relation to departmental programs and services; provide information and advice on policies, programs and services, statutes, and regulations; provide consultative services to jurisdictions as required.

20 DIRECTOR, COMMUNITY AND INTERNATIONAL EDUCATION – Provides direction and supervises the delivery of the school food services, community schools, and extension programs to school jurisdictions; coordinates the educational exchange program.

21 DIRECTOR, TEACHER CERTIFICATION – Issues teacher certificates; maintains files of professional standings and services; assesses credentials of out-of-province teachers seeking Alberta certification; provides support for the Council on Alberta Teaching Standards (COATS).

22 COORDINATING DIRECTOR, APPEALS AND STUDENT ATTENDANCE SECRETARIAT – Coordinates the administration of reviews by the Minister, the Special Needs Tribunals, and the Attendance Board; assists school authorities with respect to non-attendance, placement of difficult-to-serve students with special needs, and appealable matters outlined in the School Act.

23 EXECUTIVE DIRECTOR, EDUCATION RESPONSE CENTRES – Coordinates departmental initiatives in special education; supervises the work of the Northern and Southern Alberta Education Response Centres and the Alberta School for the Deaf; negotiates and monitors contracts with school jurisdictions; coordinates special education research efforts involving school boards, post secondary institutions and Alberta Education; supervises the production of special education support materials.

24 & 25 DIRECTORS, NORTHERN AND SOUTHERN ALBERTA EDUCATION RESPONSE CENTRES – Provide consultative services to school jurisdictions in relation to special education students (including in-service education assistance) to enhance the quality of educational programs delivered by school jurisdictions; supply information regarding programs for special education students to teachers, parents and the general public; provide pre-service courses for special education teachers. Both centres supervise their respective material resource centres for the visually impaired.

26 DIRECTOR, SCHOOL BUILDINGS SERVICES – Administers programs relative to planning, constructing, operating and maintaining functional school buildings; develops a Provincial School Capital Plan; provides advice and support services to the School Buildings Board and to school jurisdictions.

27 DIRECTOR, HUMAN RESOURCE SERVICES – Directs human resource planning and provides personnel services including recruitment, selection, evaluation, training and development of staff.

28 DIRECTOR, LEGISLATIVE SERVICES – Responsible for the development of legislative policy, Ministerial Orders, Orders in Council, and contracts; through the Department of the Attorney General, provides and interprets legal advice for Alberta Education staff.

29 DIRECTOR, FINANCE AND SUPPORT SERVICES – Directs the Department's compliance with the provisions of the Financial Administration Act and Treasury's directives, policies and procedures; directs the development of the Department's budget and monitors financial management; manages grants to schools and departmental revenues; provides financial and administrative support services to the Department.

30 DIRECTOR, SCHOOL BUSINESS ADMINISTRATION SERVICES – Coordinates and monitors the development and implementation of operational policies, regulations and procedures including the processing and monitoring of debentures; advises and assists school jurisdictions regarding business administration services; monitors and evaluates the financial management of school jurisdictions.

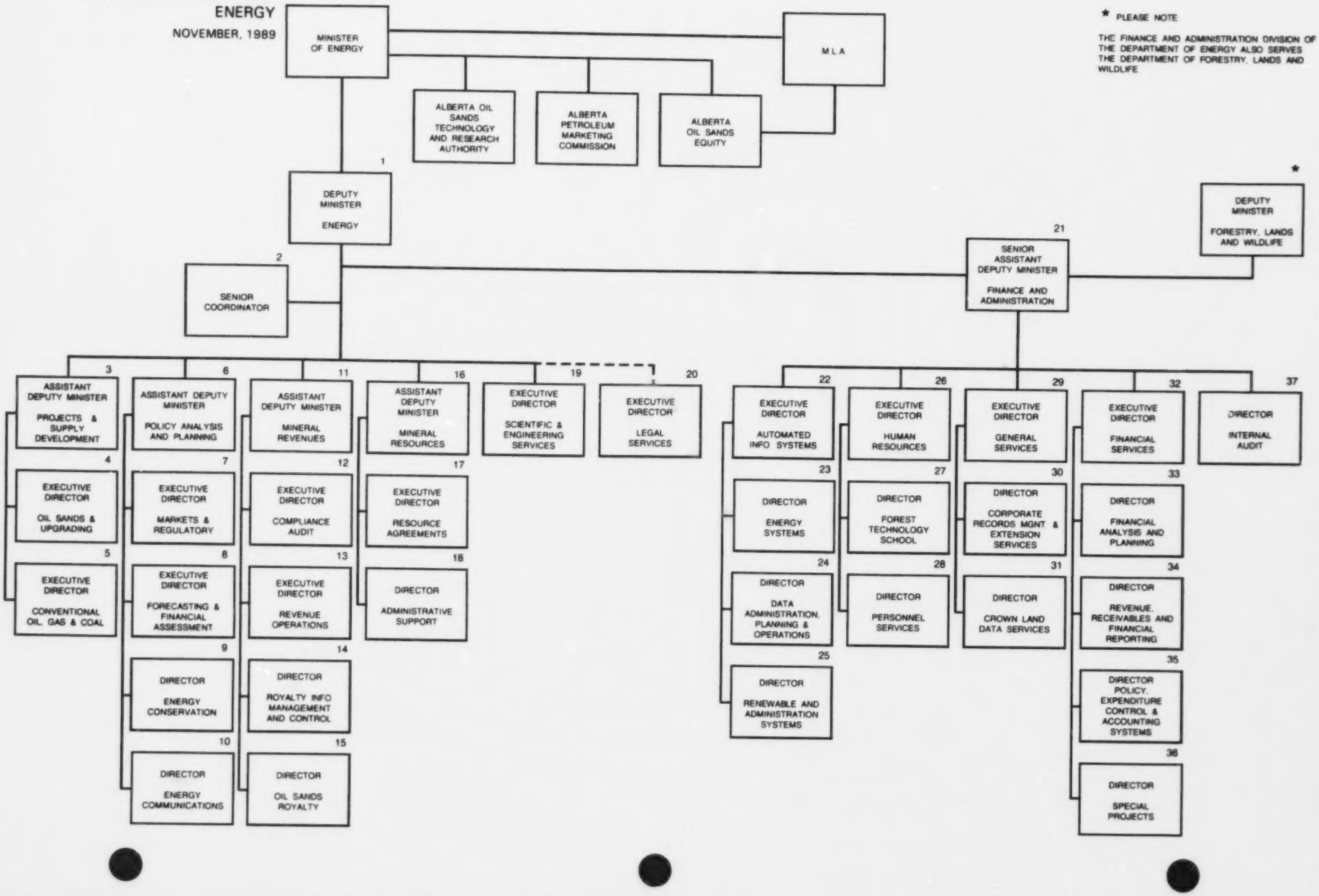
31 DIRECTOR, LEARNING RESOURCES DISTRIBUTING CENTRE – Responsible for purchasing, selling and distributing learning resources and other materials to educational organizations and other customers; distributes departmental publications and other materials to schools and school authorities; operates the NAIT, SAIT, Alberta College of Arts, and Lakeland College bookstores.

32 DIRECTOR, INFORMATION SERVICES – Develops and maintains effective and efficient information systems for the Department including internal electronic data processing, library and central records services.

Alberta

ENERGY

NOVEMBER, 1989



★ PLEASE NOTE

THE FINANCE AND ADMINISTRATION DIVISION OF THE DEPARTMENT OF ENERGY ALSO SERVES THE DEPARTMENT OF FORESTRY, LANDS AND WILDLIFE

1 DEPUTY MINISTER OF ENERGY – Responsible for the direction and control of the Department of Energy which includes sound management of Alberta's mineral resources through formulation and implementation of policy, disposition of mineral resources, collection of royalties and freehold mineral taxes, and research and development programs.

2 SENIOR COORDINATOR – Responsible for providing assessments and advice to the Deputy Minister, and coordinating research and/or analysis on issues related to managing Alberta's energy resources.

3 ASSISTANT DEPUTY MINISTER, PROJECTS AND SUPPLY DEVELOPMENT – Responsible for providing advice and analysis regarding supply side oil, gas and coal policy including the assessment of the economics of exploration and development for hydrocarbons and the impact of the province's fiscal regime on such development.

4 EXECUTIVE DIRECTOR, OIL SANDS AND UPGRADING – Responsible for directing, planning and coordinating economic, financial and technical evaluations and analysis of oil sands and upgrader projects within the province; provides direction in economic and financial policy analysis to guide provincial royalty, tax and investment decisions; develops appropriate fiscal/financial terms applicable to oil sands and upgrading projects that foster the optimal development of the resource.

5 EXECUTIVE DIRECTOR, CONVENTIONAL OIL, GAS & COAL – Responsible for the coordination and management of economic evaluations on the impact of provincial and federal royalty and incentive schemes on the development of conventional energy supplies; conducts revenue policy evaluations that ensure the Crown receives an equitable share of production.

6 ASSISTANT DEPUTY MINISTER, POLICY ANALYSIS AND PLANNING – Responsible for providing advice on energy and natural resources management and planning; evaluates current policies and practices and provides analysis and impact assessments of various alterations to those policies and practices.

7 EXECUTIVE DIRECTOR, MARKETS AND REGULATORY – Responsible for assessing and advising on policy, regulatory and other developments that impact on the markets for Alberta energy resources; coordinates with the Alberta Petroleum Marketing Commission and industry associations the position put forward by Alberta at regulatory proceedings; represents the Department in meetings with delegations or representatives from foreign nations, industry and other governments on matters related to energy demand, markets or regulatory issues.

8 EXECUTIVE DIRECTOR, FORECASTING AND FINANCIAL ASSESSMENT – Responsible for providing projections and current analyses of provincial energy revenues, evaluating the financial health of the energy industry, and assessing economic and financial implications of tax and other policy issues affecting the energy industry.

9 DIRECTOR, ENERGY CONSERVATION – Responsible for information and demonstration programs, incentives and legislation as far as energy conservation and energy is concerned within the residential, industrial, commercial and transportation sectors of Alberta.

10 DIRECTOR, ENERGY COMMUNICATIONS – Responsible for the Department of Energy's public relations activities.

11 ASSISTANT DEPUTY MINISTER, MINERAL REVENUES – Responsible for the collection of royalties and mineral taxes, disbursement of incentives, audits, and advising senior department executives on the effectiveness of implementation of strategies pursued in the foregoing areas.

12 EXECUTIVE DIRECTOR, COMPLIANCE AUDIT – Responsible for planning, organizing and implementing an effective audit program to ensure compliance by the royalty and mineral taxpayers with the governing legislation and policies.

13 EXECUTIVE DIRECTOR, REVENUE OPERATIONS – Responsible for planning, organizing and coordinating effectively the operating activities necessary for the collection of mineral revenues from conventional oil, gas, coal and other minerals under the governing legislation.

14 DIRECTOR, ROYALTY INFORMATION MANAGEMENT AND CONTROL – Responsible for managing the data support, data integrity and systems operations activities within the Mineral Revenues Division including a large accounts receivable system.

15 DIRECTOR, OIL SANDS ROYALTY – Responsible for planning, organizing and directing activities for the collection of royalties from oil sands and bitumen.

16 ASSISTANT DEPUTY MINISTER, MINERAL RESOURCES – Responsible for exercising ministerial discretion and formulating policy in all aspects of the Mines and Minerals Act relating to mineral resource disposition and for administration in respect of oil, gas, oil sands, coal, metallic and industrial minerals sales and agreements, and geological, geophysical and drilling activities and incentives.

17 EXECUTIVE DIRECTOR, RESOURCE AGREEMENTS – Responsible for the sale, management and administration of mineral agreements relating to oil and gas, oil sands, coal and metallic, industrial and other minerals owned by the Crown.

18 DIRECTOR, ADMINISTRATIVE SUPPORT – Responsible for the provision of a wide range of services in support of the division's policies, objectives and goals, including budget preparation and expenditure control, revenue administrative control, inventory control and space planning, mapping and drafting services, computer operations, information services to the public, and registration of encumbrances on mineral agreements.

19 EXECUTIVE DIRECTOR, SCIENTIFIC AND ENGINEERING SERVICES – Responsible for administration and delivery of coal, hydrogen, renewable energy and other research and development funding programs through the Alberta Office of Coal Research and Technology and the Alberta/Canada Energy Resources Research Fund; provides technical advice and assistance in the assessment of related research and technology development areas to the Department.

20 EXECUTIVE DIRECTOR, LEGAL SERVICES – Acts as senior legal counsel for Energy and Forestry, Lands and Wildlife in drafting, examining and revising legal documents, interpreting statutes and providing legal opinions.

21 SENIOR ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION – Responsible for the overall direction and control of the Finance and Administration Division which serves the Department of Energy and the Department of Forestry, Lands

and Wildlife. This includes departmental financial management and control, automated information systems planning and development, internal audit, human resource management, records management services, and other administrative support services.

22 EXECUTIVE DIRECTOR, AUTOMATED INFORMATION SYSTEMS – Responsible for directing automated information system activities including strategic planning, development of policies and standards, systems development, operations and maintenance, data administration and security, office automation, and telecommunications.

23 DIRECTOR, ENERGY SYSTEMS – Responsible for the automated information systems development and maintenance for the Department of Energy.

24 DIRECTOR, DATA ADMINISTRATION, PLANNING AND OPERATIONS – Responsible for coordinating operational and long-range automated systems planning activities, managing data assets, providing telecommunications and end-user computing support, coordinating systems operations with the Department of Public Works, Supply and Services, and providing office automation support.

25 DIRECTOR, RENEWABLE AND ADMINISTRATION SYSTEMS – Responsible for the automated information systems development and maintenance for the Department of Forestry, Lands and Wildlife and for the finance and administrative systems shared by the two departments.

26 EXECUTIVE DIRECTOR, HUMAN RESOURCES – Responsible for providing service and advice in the areas of staffing, classification, employee relations, pay and compensation, organizational development, manpower planning, staff development and training, and occupational health and safety and for directing the operation of the Hinton Forest Technology School.

27 DIRECTOR, FOREST TECHNOLOGY SCHOOL – Responsible for the management of the Forest Technology School located at Hinton, Alberta. This includes: operation of the institute; formulation and implementation of institutional policy and procedures; program development and implementation; budgetary planning and control; personnel administration; acquisition and maintenance of capital resources; publicity and public relations; and the provision of various student services.

28 DIRECTOR, PERSONNEL SERVICES – Responsible for managing the delivery of personnel services to the departments in the areas of human resource consulting and pay and benefits administration and for the implementation of personnel information systems.

29 EXECUTIVE DIRECTOR, GENERAL SERVICES – Responsible for the provision of: a comprehensive land registry and managerial information system, a records management system which facilitates the administration of Crown lands, land assembly and property management services; resource library services; and general office services.

30 DIRECTOR, CORPORATE RECORDS MANAGEMENT AND EXTENSION SERVICES – Responsible for a comprehensive records management system and information dissemination program for the two departments.

31 DIRECTOR, CROWN LAND AND DATA SERVICES – Responsible for providing a province-wide land related information service supporting the administration and control of renewable and non-renewable resources.

32 EXECUTIVE DIRECTOR, FINANCIAL SERVICES – Directs the financial management and control activities for the two departments; reviews the financial operations and advises senior management on potential problems; controls the accounts receivable, revenue processing and payment system; and provides direction on the presentation of the departments' budgets.

33 DIRECTOR, FINANCIAL ANALYSIS AND PLANNING – Responsible for the coordination of the annual expenditure and revenue budget review process, the design and development of effective financial management information systems, and expenditure monitoring and control functions of the departments.

34 DIRECTOR, REVENUE, RECEIVABLES AND FINANCIAL REPORTING – Responsible for the recording and banking of all revenue for the departments; directs the operation of the main accounts receivable system; prepares financial statements on a quarterly and annual basis; and maintains a record of all departmental assets.

35 DIRECTOR, POLICY EXPENDITURE CONTROL AND ACCOUNTING SYSTEMS – Provides financial direction to the two departments through the issuance of financial policies and procedures; directs the operations of the Accounts Payable and Contracts Section; and manages the development of financial accounting operating systems.

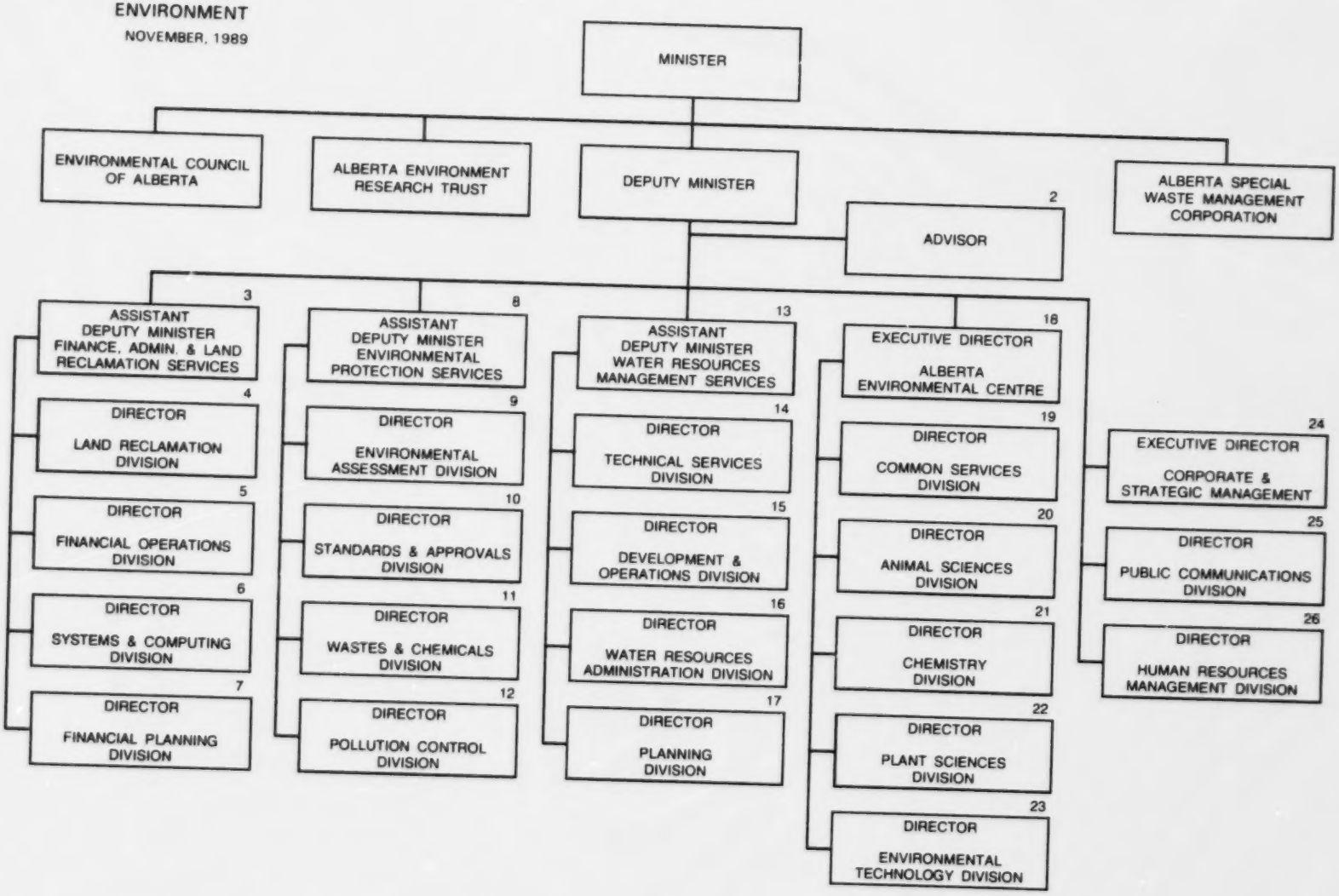
36 DIRECTOR, SPECIAL PROJECTS – Provides expert assistance and direction on financial problems as assigned by the Executive Director.

37 DIRECTOR, INTERNAL AUDIT – Responsible for administering the Internal Audit Division which independently appraises: the integrity and effectiveness of financial and operating controls; compliance with departmental objectives, policies, procedures, and regulations; management functions of planning, organizing, directing and controlling; planning, design, development, implementation and operation of major computer-based systems; and techniques used by management to evaluate program efficiency and effectiveness and to ensure that results are consistent with objectives.

Alberta

ENVIRONMENT

NOVEMBER, 1989



1 DEPUTY MINISTER – Acts as chief executive officer of the Department, is responsible for the management, coordination and control of all departmental functions, and provides advice to the Minister on policies and programs.

2 ADVISOR – Provides executive support services and senior advice to the Deputy Minister.

3 ASSISTANT DEPUTY MINISTER, FINANCE, ADMINISTRATION & LAND RECLAMATION SERVICES – Responsible for advising the Deputy Minister on all financial requirements of the Department, developing a financial system to ensure proper allocation of funds in accordance with departmental and central agencies' policies and procedures, and for providing common support services through Financial Planning Division, the Financial Operations Division, and the Systems and Computing Division; administers the Land Surface Conservation and Reclamation Act through the Land Reclamation Division.

4 DIRECTOR, LAND RECLAMATION DIVISION – Responsible for the administration of the Land Surface Conservation and Reclamation Act pertaining to regulated surface operations, the Land Conservation and Reclamation Council, land surface reclamation and referral systems.

5 DIRECTOR, FINANCIAL OPERATIONS DIVISION – Responsible for the management of departmental accounting and financial systems and procedures including expenditure and revenue accounting, contract administration, fixed assets control, financial advisory and internal systems review services, administrative support, and records management.

6 DIRECTOR, SYSTEMS & COMPUTING DIVISION – Responsible for planning, coordination, development and operations of computer-based systems for departmental programs; coordinates computer system planning and development, as well as policies and standards, with other governmental agencies.

7 DIRECTOR, FINANCIAL PLANNING DIVISION – Responsible for the preparation of operating, capital and lease accommodation budgets and financial forecasts, and the provision of space inventory, environmental education and library services.

8 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL PROTECTION SERVICES – Responsible for the implementation, coordination, management and control of approved policies and programs to protect air, water and soil from contamination, and for licensing, monitoring and enforcement of pollution control and regional waste management programs.

9 DIRECTOR, ENVIRONMENTAL ASSESSMENT DIVISION – Responsible for maintenance and coordination of the Government's environmental impact assessment (EIA) system, administration of restricted development area regulations, development of ambient standards, and monitoring of ambient air and water quality conditions.

10 DIRECTOR, STANDARDS & APPROVALS DIVISION – Responsible for protection and improvement of the environment and public health through source standards setting, approvals, inspections, education and training.

11 DIRECTOR, WASTES & CHEMICALS DIVISION – Responsible for management and coordination of programs and projects related to protection of soil and groundwater from contamination, hazardous/industrial waste management, and recycling; administers the Hazardous Chemicals Act/Waste Regulation, the Biting Fly Control Financial Assistance Program, the Waste Management Assistance Program, and the Resource Recovery Grant Program.

12 DIRECTOR, POLLUTION CONTROL DIVISION – Responsible for public complaint, pollution incident and contravention investigations, the enforcement of environmental legislation including the Clean Air Act, Clean Water Act, Hazardous Chemicals Act, Litter Act, Agricultural Chemicals Act, and Beverage Container Act; provides emergency response to incidents such as chemical spills and toxic gas releases.

13 ASSISTANT DEPUTY MINISTER, WATER RESOURCES MANAGEMENT SERVICES – Responsible for management of water resources including development, implementation and coordination of water resource management policies and programs in support of Alberta's multi-purpose water needs.

14 DIRECTOR, TECHNICAL SERVICES DIVISION – Responsible for the coordination of data collection and the assessment of the occurrence, movement, control and effect of the province's surface and ground water resources; administers the Groundwater Development Act and services the Department's engineering survey needs. The division provides information, expertise and engineering studies in hydrology, river flow forecasting, river engineering, surveying and groundwater development.

15 DIRECTOR, DEVELOPMENT AND OPERATIONS DIVISION – Responsible for design, construction supervision, contract administration, and operation and maintenance of water management projects and irrigation headworks systems; administers the Irrigation Headworks and Main Irrigation Systems Improvement Program, the Site Development and Emergency Water Pumping programs, and the Water Resources Revolving Fund.

16 DIRECTOR, WATER RESOURCES ADMINISTRATION DIVISION – Responsible for the administration and enforcement of the Water Resources Act and Regulations, Dam and Canal Safety Regulations, Provincial Water Power Regulation, the Drainage District Act, and delivery of the Alberta Water Management and Erosion Control Program, the Farm Water Management Program and the Alberta Water Supply Assistance Program.

17 DIRECTOR, PLANNING DIVISION – Responsible for comprehensive river basin planning, providing planning input to regional water management projects, conducting environmental, social and economic evaluations of water management projects, and evaluating water management policies and programs.

18 EXECUTIVE DIRECTOR, ALBERTA ENVIRONMENTAL CENTRE – Responsible for: planning, equipping, staffing and operating applied environmental research and service facilities; developing and delivering interdisciplinary programs; coordinating operations and advising on scientific and technical needs related to studying and solving environmental problems identified by Alberta Government departments and agencies.

19 DIRECTOR, COMMON SERVICES DIVISION – Responsible for the centralized administrative support of all Alberta Environmental Centre programs including finance, budgets, warehousing, purchasing, library services, centralized records, communications and other administrative services.

20 DIRECTOR, ANIMAL SCIENCES DIVISION – Responsible for the management of major applied research programs involving chemicals, physical and biological changes in the environment, and the effects on occupational and environmental health of man, domestic livestock, wildlife and fisheries; conducts experimental animal-based research programs in the general areas of environmental toxicology and ecology.

21 DIRECTOR, CHEMISTRY DIVISION – Responsible for providing chemical analytical services and microbiological and electron microscopy support services to Government departments and agencies in support of Alberta Environment's licensing, monitoring and enforcement programs.

22 DIRECTOR, PLANT SCIENCES DIVISION – Responsible for the administration of research and service programs related to pest management and land reclamation and for provision of site support services to the Centre.

23 DIRECTOR, ENVIRONMENTAL TECHNOLOGY DIVISION – Responsible for providing research and services for the assessment of new and existing technologies for waste management, water treatment, and for control of air, water and land pollution; provides engineering, instrumentation and data management services to the Alberta Environmental Centre and environmental isotope research and services to various clients in government and the private sector.

24 EXECUTIVE DIRECTOR, CORPORATE AND STRATEGIC MANAGEMENT – Responsible for the administration of a corporate and strategic management capability within the Department which includes directing a strategic planning process, integrating the strategic plan with other management systems, identifying and advising on specific corporate issues, and coordinating external relations activities.

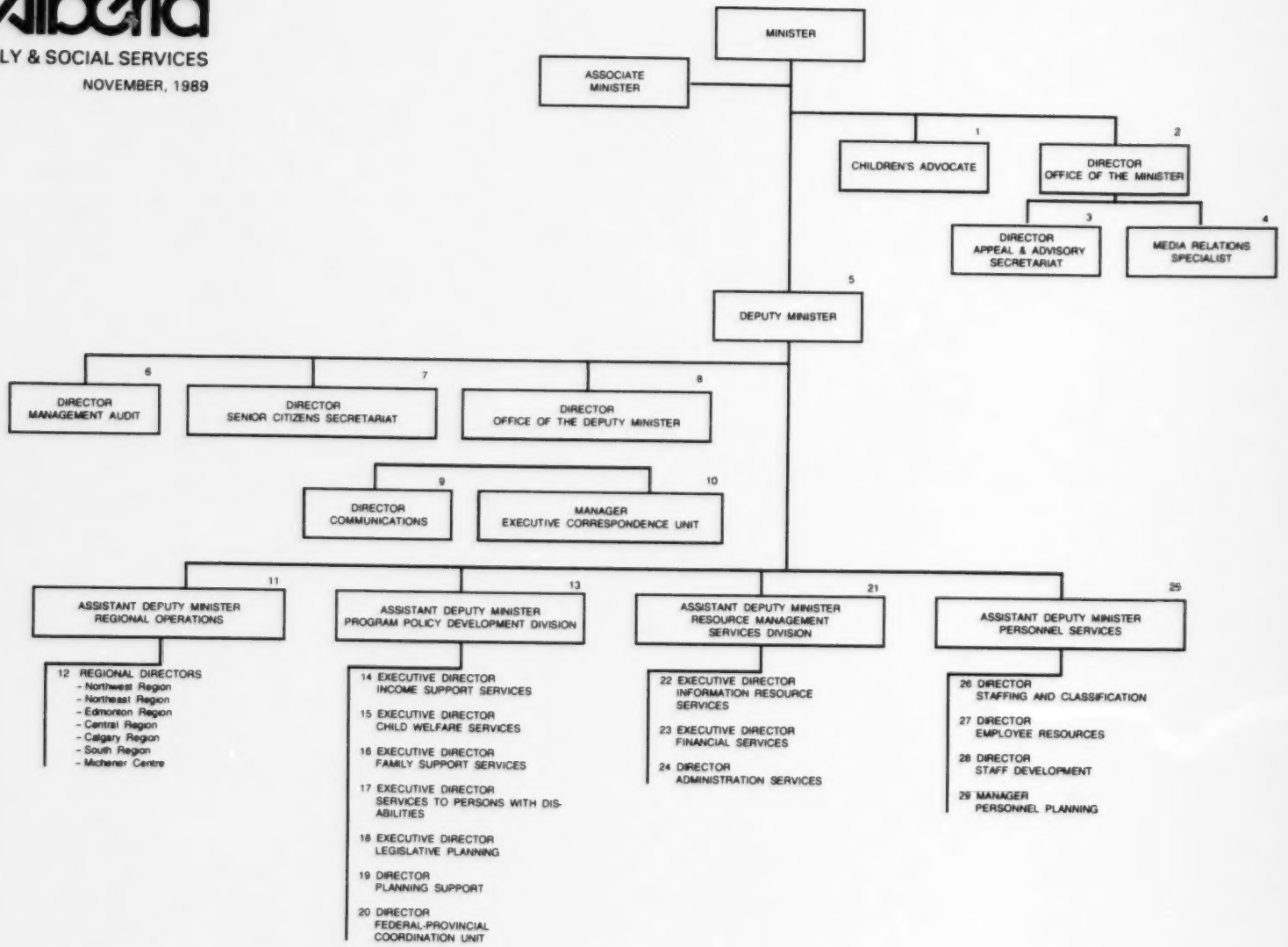
25 DIRECTOR, PUBLIC COMMUNICATIONS DIVISION – Responsible for the coordination of media relations and the development, design and distribution of a wide range of public relations and communications services on behalf of the Department.

26 DIRECTOR, HUMAN RESOURCES MANAGEMENT DIVISION – Responsible to the Deputy Minister for providing comprehensive personnel management and advisory services.

Alberta

FAMILY & SOCIAL SERVICES

NOVEMBER, 1989



1 CHILDREN'S ADVOCATE - Represents and speaks to the rights, interests and viewpoints of children who are receiving various child welfare services from the Department.

2 DIRECTOR, OFFICE OF THE MINISTER - Responsible for the overall administration of the Office of the Minister including media relations, ministerial correspondence, and the coordination of issues with senior departmental management.

3 DIRECTOR, APPEAL AND ADVISORY SECRETARIAT - Administers and supports a system of citizen appeal and advisory committees which funtion to make decisions related to various program areas and provide advice to the Minister and Associate Minister.

4 MEDIA RELATIONS SPECIALIST - Advises the Minister, Associate Minister and senior management on media relations and on issues which are sensitive to the public.

5 DEPUTY MINISTER - Directs the development and delivery of the Department's many family and social services, as well as the departmental support services.

6 DIRECTOR, MANAGEMENT AUDIT - Responsible for conducting audits to increase the effectiveness, efficiency and economy of departmental services by appraising various operations and systems of financial, management and operational control within the Department and funded agencies.

7 DIRECTOR, SENIOR CITIZENS SECRETARIAT - Responsible for providing information and for assisting in the provision and coordination of programs and services for senior citizens.

8 DIRECTOR, OFFICE OF THE DEPUTY MINISTER - Provides support services to the Office of the Deputy Minister.

9 DIRECTOR, COMMUNICATIONS - Responsible for departmental staff in the area of public relations and information services; provides advisory and technical support for the production of information services and resources; develops, implements and monitors communication programs for the Department.

10 MANAGER, EXECUTIVE CORRESPONDENCE UNIT - Coordinates incoming and outgoing ministerial and Ombudsman correspondence for the Department.

11 ASSISTANT DEPUTY MINISTER, REGIONAL OPERATIONS DIVISION - Administers, coordinates, plans, controls and monitors the regional delivery of social services including: family support services, services to persons with disabilities, income support services, and child welfare services, in a decentralized delivery mode.

12 REGIONAL DIRECTORS - Responsible for the planning, management and implementation of activities for Family and Social Services; promote cooperation and coordination with mental health services, local health services, and Family and Community Support Services in each of the six regions of the Department, as well as in Michener Centre.

13 ASSISTANT DEPUTY MINISTER, PROGRAM POLICY DEVELOPMENT DIVISION - Responsible for the management of Department policy, planning and program development; supports headquarter's divisions and regional operations by responding to the regions' needs for service policies, procedures, standards, guidelines, and policy and legislative interpretation; serves as a source of information and expertise on social services.

14 EXECUTIVE DIRECTOR, INCOME SUPPORT SERVICES - Responsible for leadership in the design, development and monitoring of the core income support programs which include social allowance (including children in need), employment support services to social allowance recipients, Assured Income for the Severely Handicapped, Alberta Assured Income Plan, and Widows' Pension.

15 EXECUTIVE DIRECTOR, CHILD WELFARE SERVICES - Responsible for promoting and supporting the protection of children, in accordance with the Department's current priorities and future directions; promotes the development of socially sound, fiscally responsible, family and community support and prevention policies and services with and for natives.

16 EXECUTIVE DIRECTOR, FAMILY SUPPORT SERVICES - Responsible for providing policy and program development, planning, ongoing support, monitoring and evaluation for a range of services for families with needs for special social supports including day care, prevention of family violence, women's emergency shelters, and family relations.

17 EXECUTIVE DIRECTOR, SERVICES TO PERSONS WITH DISABILITIES - Responsible for the development of policies and services in the areas of adult services to persons with disabilities, employment support services to persons with disabilities, children's services, and the Public Guardian's Office. The focus is to assist individuals with a disability to achieve, regain or maintain financial and personal independence and self-reliance, to the fullest extent possible, in the community.

18 EXECUTIVE DIRECTOR, LEGISLATIVE PLANNING - Responsible for ensuring that legal and legislative policy perspectives are considered in the development of Departmental policy and that legislation is consistent with Department policies and principles; manages and coordinates legislative processes.

19 DIRECTOR, PLANNING SUPPORT - Responsible for managing the division's strategic and work planning and reporting processes and managing special planning projects; provides support to the Department's Executive Committee and the Minister through the development and maintenance of a centralized inventory of services and the preparation and coordination of briefing materials.

20 DIRECTOR, FEDERAL/PROVINCIAL COORDINATION UNIT - Coordinates intergovernmental interactions and federal and provincial policy for the Department. This includes managing the federal/provincial cost-sharing process, monitoring and analyzing developments in social policy in other jurisdictions, and advising senior management on the impact of intergovernmental issues on Family and Social Services.

21 ASSISTANT DEPUTY MINISTER, RESOURCE MANAGEMENT SERVICES DIVISION - Responsible for the management of the Department's fiscal, physical and systems resources; as the senior financial officer is accountable to the Deputy Minister and Deputy Provincial Treasurer for the financial well-being of the Department.

22 EXECUTIVE DIRECTOR, INFORMATION RESOURCE SERVICES – Directs and monitors the effective use of electronic data processing resources within the Department; facilitates the development and management of information within a computerized environment.

23 EXECUTIVE DIRECTOR, FINANCIAL SERVICES – Develops, monitors and maintains financial standards and systems within the Department; administers revenue collections, accounts payable transactions and the delivery of social allowance and income support programs; develops, maintains and controls the departmental budget and expenditure reporting systems; reports revenue and expenditure information to central agency and departmental centres.

24 DIRECTOR, ADMINISTRATION SERVICES – Acquires, maintains and disposes of facilities, furniture and equipment, materials and supplies; designs and manages records systems; provides other administration services such as vehicle leasing and maintenance, library services, mail room, word processing, and forms design.

25 ASSISTANT DEPUTY MINISTER, PERSONNEL SERVICES – Develops and administers a departmental human resources program including staff development, staffing, classification, employee relations, occupational health and safety, human resource planning, and salary administration.

26 DIRECTOR, STAFFING AND CLASSIFICATION – Responsible for managing the Department's staffing and classification functions.

27 DIRECTOR, EMPLOYEE RESOURCES – Responsible for managing the Department's employee relations, salary administration, occupational health and safety, and long-term disability functions.

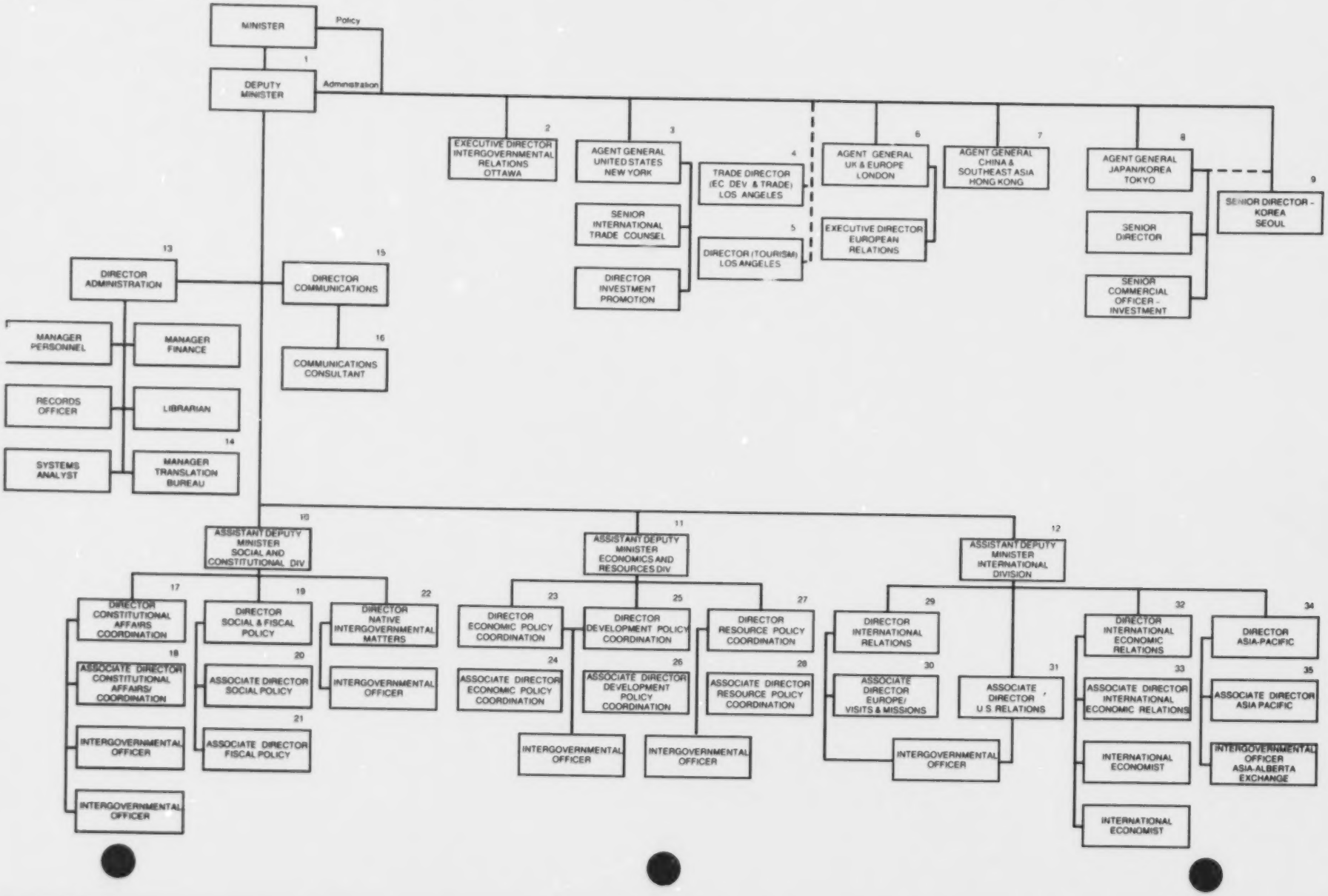
28 DIRECTOR, STAFF DEVELOPMENT – Responsible for providing relevant, effective and efficient staff training programs.

29 MANAGER, PERSONNEL PLANNING – Responsible for the human resources planning process and the administration of special manpower programs for the Department.

Alberta

FEDERAL AND INTERGOVERNMENTAL AFFAIRS

JANUARY, 1990



DEPARTMENT OF FEDERAL AND INTERGOVERNMENTAL AFFAIRS

FUNCTIONAL STATEMENTS – JANUARY, 1990

1 DEPUTY MINISTER – Administers all departmental functions, coordinates all intergovernmental activities, and is responsible for the out-of-province Alberta Government offices.

2 EXECUTIVE DIRECTOR, INTERGOVERNMENTAL RELATIONS (Ottawa) – Provides Alberta departments with information on current developments and activities in Ottawa which relate to Alberta policies and programs, represents the Alberta Government in Ottawa and coordinates and facilitates the conduct of Alberta Government business in Ottawa.

3 AGENT GENERAL, UNITED STATES (New York) – Coordinates the activities of the Alberta Government in the United States, especially in the areas of investment, energy and trade; identifies United States government policies affecting Alberta's energy, trade and economic relations; provides Alberta departments with information on current developments, activities, and opportunities in the United States; and represents Alberta in business and government sectors.

4 & 5 TRADE DIRECTOR, ECONOMIC DEVELOPMENT AND TRADE & DIRECTOR, ALBERTA TOURISM (Los Angeles) – Promote trade, investment, tourism, and joint venture opportunities in the western United States; and monitor Alberta's natural gas sales and market opportunities.

6 AGENT GENERAL, U.K. AND EUROPE (London) – Coordinates activities of the Alberta Government in the United Kingdom and Europe, especially in the areas of trade, investment, tourism, education and culture; represents Alberta in business and government sectors, and on state occasions; provides Alberta departments with information on current developments and activities in the United Kingdom and Europe; and identifies opportunities for Alberta business.

7 AGENT GENERAL, CHINA/HONG KONG/SOUTHEAST ASIA/AUSTRALIA/NEW ZEALAND (Hong Kong) – Coordinates activities of the Alberta Government in China, Hong Kong, Southeast Asia, Australia, and New Zealand, especially in areas of agriculture, energy, trade, investment, and entrepreneurial immigration; represents Alberta in business and government sectors; provides Alberta departments with information on current developments and activities in these countries; identifies opportunities for Alberta businesses; and maintains contact with Alberta's sister province of Heilongjiang (China).

8 AGENT GENERAL, JAPAN/KOREA (Tokyo) – Coordinates activities of the Alberta Government in Japan and Korea, especially in areas of trade, investment, energy, agriculture, culture and tourism, and identifies opportunities for Alberta businesses; responsible for liaison with the sister provinces of Hokkaido (Japan) and Kangwon (Korea); provides Alberta departments with information on current developments, activities, and opportunities in Japan and Korea; and represents Alberta in business and government sectors.

9 SENIOR DIRECTOR (Korea) – Pursues trade and investment opportunities in Korea, focusing on energy, agriculture, forestry, and high technology.

10 ASSISTANT DEPUTY MINISTER, SOCIAL AND CONSTITUTIONAL DIVISION – Manages the operations of the Division; develops policy recommendations on constitutional reform, aboriginal constitutional matters, general federal-provincial and interprovincial issues, institutions of federalism, intergovernmental consultative mechanisms, and special projects which relate to the operation of the federal system; coordinates, investigates and makes recommendations on federal-provincial fiscal relations and intergovernmental aspects of health and medical care, hospitals, social services, education, advanced education, employment, immigration, justice, corrections, native affairs, housing, culture and multiculturalism, recreation, human rights, labour, and municipal affairs.

11 ASSISTANT DEPUTY MINISTER, ECONOMICS AND RESOURCES DIVISION – Manages the operations of the Division; coordinates intergovernmental policies and activities and makes policy recommendations with respect to economic and natural resource issues.

12 ASSISTANT DEPUTY MINISTER, INTERNATIONAL DIVISION – Develops policy recommendations on intergovernmental aspects of Alberta's and Canada's international activities; coordinates Alberta's input to federal government policy formulation in the areas of multilateral trade negotiations, Free Trade Agreement ongoing negotiations and other trade policy issues; coordinates Alberta's six foreign offices and twinnings with provinces in China, Korea, Japan, the U.S.S.R., and visits to Alberta by foreign governments.

13 DIRECTOR, ADMINISTRATION – Responsible for the provision and coordination of general administrative and financial support services including personnel, finance, library, records management, and Translation Bureau; coordinates support services for representatives and other departments in out-of-province offices.

14 MANAGER, TRANSLATION BUREAU – Provides services and assistance to Alberta Government departments requiring translation of materials or interpretation from or into other languages; selects, trains and monitors free-lance translators and interpreters to undertake translation projects (in cooperation with the federal government's translation bureau, as necessary).

15 DIRECTORS, COMMUNICATIONS – Directs public relations, media relations, advertising, and information services; coordinates editorial, audio-visual, display and print/graphic requirements of the Department; liaises with other departments and other governments on intergovernmental communications issues; coordinates and organizes special activities.

16 COMMUNICATIONS CONSULTANT – Provides public relations counsel and media liaison for the Minister; coordinates special projects as identified by the Minister.

17 DIRECTOR, CONSTITUTIONAL AFFAIRS/COORDINATION – Responsible for maintaining an ongoing perspective and general knowledge of developments in constitutional matters and federalism, and provides recommendations in these areas; oversees and coordinates projects relating to constitutional matters; analyzes political situations in other provinces and at the federal level; coordinates briefing materials for all First Ministers' Conferences.

18 ASSOCIATE DIRECTOR, CONSTITUTIONAL AFFAIRS/COORDINATION – Provides assistance to the Director with respect to constitutional matters and federalism; monitors general political/policy trends, educational issues and language rights issues;

coordinates preparation of briefing materials for First Ministers' Conferences, Annual Premiers' Conferences and Western Premiers' Conferences.

19 DIRECTOR, SOCIAL AND FISCAL POLICY - Responsible for maintaining an ongoing perspective and general knowledge of developments in social and fiscal policy areas; ensures liaison for and coordination of the Alberta response to initiatives in these areas; oversees and coordinates social and fiscal policy projects as required.

20 ASSOCIATE DIRECTOR, FISCAL POLICY - Monitors and develops policy initiatives and responses in major fiscal areas including federal transfers and tax matters; also monitors intergovernmental health issues and human rights matters.

21 ASSOCIATE DIRECTORS, SOCIAL POLICY - Monitors and develops policy initiatives and response in major areas of social policy including federal transfers and programs; also monitors intergovernmental issues related to housing, culture, multiculturalism, and municipal government.

22 DIRECTOR, NATIVE INTERGOVERNMENTAL MATTERS - Coordinates intergovernmental policy on aboriginal constitutional issues and native self-government arrangements; participates in Indian land claims discussions; represents Alberta at intergovernmental meetings on aboriginal issues.

23 DIRECTOR, ECONOMIC POLICY COORDINATION - Directs and coordinates the development of policy and strategic recommendations on economic-related intergovernmental issues including industrial development, small business assistance, interprovincial trade, public works, supply and services; ensures that Alberta's economic priorities are addressed, and maintains ongoing liaison with the Department of Western Economic Diversification.

24 ASSOCIATE DIRECTOR, ECONOMIC POLICY COORDINATION - Contributes to the formulation of intergovernmental policy on economic-related issues; assists in the implementation of intergovernmental objectives in science and technology, transportation, consumer and corporate affairs, financial institutions and telecommunications.

25 DIRECTOR, DEVELOPMENT POLICY COORDINATION - Directs and coordinates the provision of policy and strategic recommendations on development-related intergovernmental matters; manages the Canada/Alberta Economic and Regional Development Agreement, and has lead responsibility for agriculture issues.

26 ASSOCIATE DIRECTOR, DEVELOPMENT POLICY COORDINATION - Contributes to the formulation of intergovernmental policy on development-related issues; assists in the implementation of intergovernmental objectives in forestry, tourism, parks and northern development; coordinates the Government's interests with respect to the administration of national parks in Alberta.

27 DIRECTOR, RESOURCE POLICY COORDINATION - Directs and coordinates the development of policy and strategic recommendations on intergovernmental matters related to natural resources including energy issues and the coordination of major energy projects; maintains and develops Alberta's liaison with the governments of the Yukon and the Northwest Territories.

28 ASSOCIATE DIRECTOR, NATURAL RESOURCE POLICY COORDINATION - Contributes to the formulation of intergovernmental policy issues related to natural resources; assists in the implementation of intergovernmental objectives in environment, lands and wildlife and public safety services; manages the Government's interests with respect to national defence activities in Alberta.

29 DIRECTOR, INTERNATIONAL RELATIONS - Provides foreign policy monitoring, recommendations and coordination with respect to Alberta's interests in Europe, the U.S.S.R. and Africa focussing on politically sensitive issues and the areas of investment, culture, education, science, northern regions, and aid policies and activities; provides policy and administrative support to Alberta's foreign offices; responsible for incoming visits, missions and conferences.

30 ASSOCIATE DIRECTOR, EUROPE/VISIONS AND MISSIONS - Coordinates incoming international visits of an intergovernmental nature for the Government of Alberta; assists the Director of International Relations with the development and coordination of Alberta's relations with Europe and the U.S.S.R.

31 ASSOCIATE DIRECTOR, U.S. RELATIONS - Monitors and analyzes developments in the United States and recommends on policies and strategy; directs provincial involvement in state/provincial organizations, management of federal/provincial issues, academic relations, and the management of U.S. visits; coordinates and provides direction for the United States activities of all provincial departments.

32 DIRECTOR, INTERNATIONAL ECONOMIC RELATIONS - Analyzes and interprets international and federal policies relating to bilateral Canada-U.S. and multilateral trade issues, economic policies, foreign investment, and international energy relations; coordinates the development of provincial positions for international trade negotiations; monitors, analyzes and recommends with respect to Alberta's interests in the Middle East.

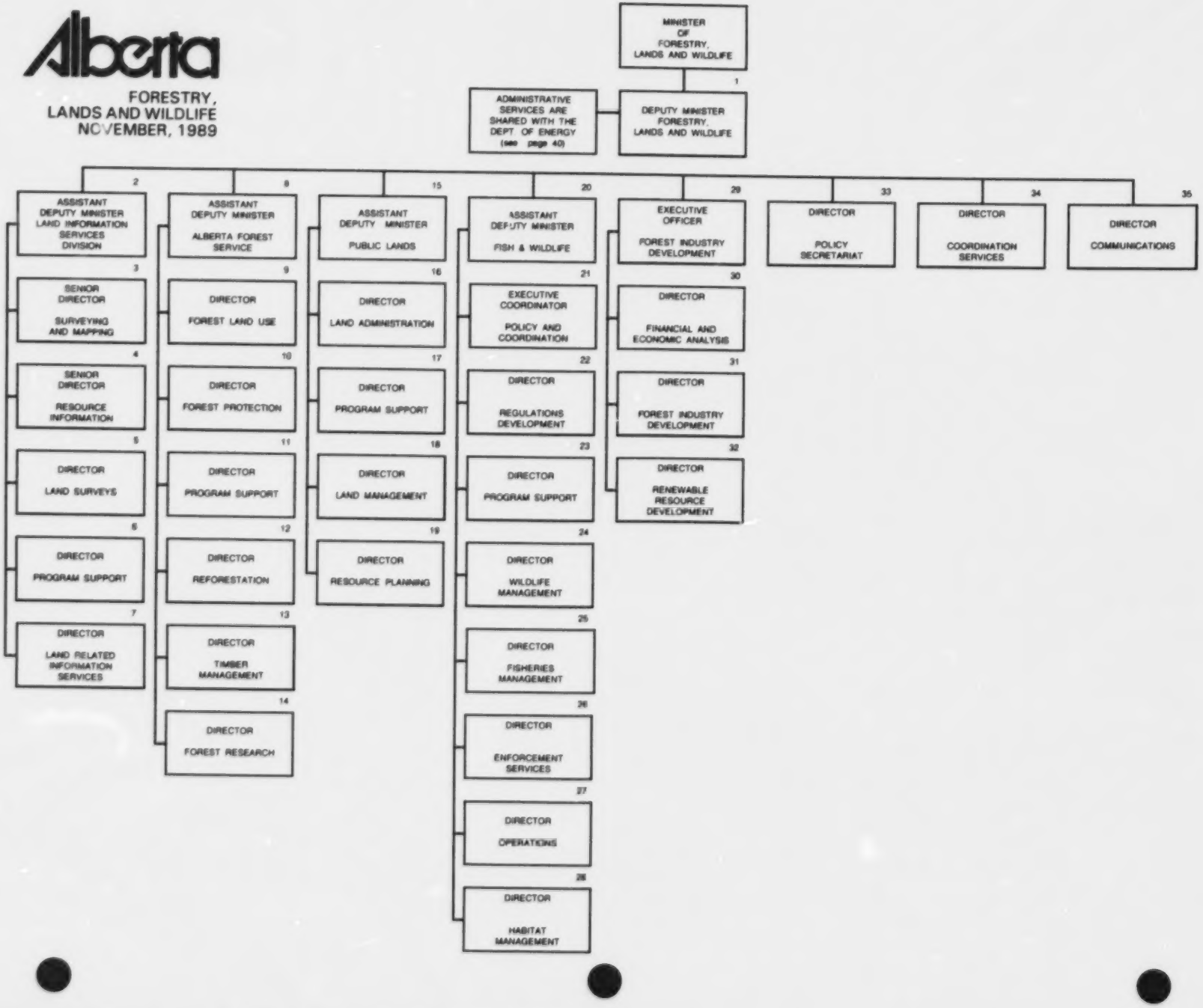
33 ASSOCIATE DIRECTOR, INTERNATIONAL ECONOMIC RELATIONS - Monitors, assesses and recommends on the implications for Alberta of ongoing and prospective international economic policies and developments; analyzes and recommends on specific Canada-U.S. Free Trade Agreement implementation and GATT multilateral trade negotiations issues, and on Alberta's relations with Middle East countries.

34 DIRECTOR, ASIA-PACIFIC - Develops and coordinates Alberta's special relationships with its sister provinces (Hokkaido, Heilongjiang, Kangwon) and programs and activities to increase awareness of and interaction with Asia and Latin America; monitors, analyzes and recommends on international developments and Alberta activities and strategies in the Asia-Pacific region, in Latin America and the Caribbean; liaises with Alberta's offices in Hong Kong, Tokyo, and Seoul; advises on international legal matters and monitors Alberta's involvement in international agreements.

35 ASSOCIATE DIRECTOR, ASIA-PACIFIC - Monitors, analyzes and reports on Canada-Asia relations, particularly Alberta-Japan relations; assesses and recommends on political and economic trends in the region and their impact on Alberta; coordinates the preparation of briefing materials for outgoing and incoming Asian missions; liaises with the Tokyo office.

Alberta

FORESTRY,
LANDS AND WILDLIFE
NOVEMBER, 1989



DEPARTMENT OF FORESTRY, LANDS AND WILDLIFE

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 DEPUTY MINISTER – Responsible for the direction and control of the Department of Forestry, Lands and Wildlife which includes evaluation, planning and administration of Alberta's public lands, forestry, fish and wildlife resources, and surveys and mapping.

2 ASSISTANT DEPUTY MINISTER, LAND INFORMATION SERVICES DIVISION – Responsible for overall coordination of government surveying, mapping, remote sensing and land related information activities, for the development and maintenance of standards, for the distribution of maps and aerial photographs, and for the provision of aerial photography, resource mapping and inventory services to the Department.

3 SENIOR DIRECTOR, SURVEYING AND MAPPING – Responsible for planning and providing standardized topographic and cadastral mapping systems and a survey control framework comprised of monumented and photogrammetric control points for use by the public and private sector as the basis for the display and integration of position dependent land related information.

4 SENIOR DIRECTOR, RESOURCE INFORMATION – Responsible for technical and professional services relating to aerial photograrphy, resource mapping, surface and subsurface resource inventory and appraisal, preparation and maintenance of an overall natural resource information system, and the Alberta Remote Sensing Centre.

5 DIRECTOR, LAND SURVEYS – Responsible for the maintenance and preservation of the land survey system and the statutory functions of the Director of Surveys.

6 DIRECTOR, PROGRAM SUPPORT – Responsible for the long-range planning and coordination of divisional computer system development, technical, administrative and financial support services, and distribution through Maps Alberta of digital survey and mapping data, printed maps and air photos.

7 DIRECTOR, LAND RELATED INFORMATION SERVICES – Responsible for planning and supporting ongoing coordination of the provincial land information systems, with a particular emphasis on meeting the requirements of the private sector as well as municipal governments, and provincial departments and agencies.

8 ASSISTANT DEPUTY MINISTER, ALBERTA FOREST SERVICE – Formulates and coordinates policies, programs and legislation for the Alberta Forest Service and administers the Forest Resources Management Program.

9 DIRECTOR, FOREST LAND USE – Responsible for managing Alberta's public forest lands for watershed, grazing, industrial and recreational benefits.

10 DIRECTOR, FOREST PROTECTION – Responsible for protecting Alberta's forests from damage and destruction by fire, insects or diseases, provision of meteorological and emergency communication, and survival services as a natural adjunct to the protection services.

11 DIRECTOR, PROGRAM SUPPORT – Responsible for providing administrative support and staffing services for the field organization and administrative services to the various branches of the Forest Service in areas such as budgeting, purchasing and accounts, records management, warehousing, safety, building construction, vehicle and equipment coordination and for the Junior Forest Warden and Junior Forest Ranger programs.

12 DIRECTOR, REFORESTATION – Responsible for providing guidance to the forest products industry in reforestation programs and for maintaining and improving tree stands through the tree improvement and genetics programs.

13 DIRECTOR, TIMBER MANAGEMENT – Responsible for managing Alberta's timber resources to obtain increased and perpetually continuing timber harvest while maintaining a forest environment of high quality.

14 DIRECTOR, FOREST RESEARCH – Conducts problem-oriented research and transfers research results into practice; studies the effects of forestry activities on soil; reviews relevant research carried out by other agencies; assists in the development of field manuals and in-service training courses for the benefit of industrial and government forest managers.

15 ASSISTANT DEPUTY MINISTER, PUBLIC LANDS – Responsible for the administration of public lands under the Public Lands Act and the management of public lands which are not dedicated for permanent forest.

16 DIRECTOR, LAND ADMINISTRATION – Responsible for issuing and managing all industrial, commercial, recreational, residential, farmland and grazing dispositions on public lands; administers the Agricultural and Recreational Land Ownership Act (Foreign Ownership of Land Regulations) and the Land Agents Licensing Act.

17 DIRECTOR, PROGRAM SUPPORT – Provides general administrative support and coordination services with respect to budgets, personnel and staff development, financial policy and procedures, office supplies and services, EDP planning and support, and land use reservation processing; coordinates field services policy and activities through 22 regional and district offices.

18 DIRECTOR, LAND MANAGEMENT – Responsible for several development, conservation and regulatory programs including grazing reserve operation and development, range improvement, natural areas, industrial land management and recreational land management; establishes conservation and land use policy and conditions regarding land use and disposition of public land.

19 DIRECTOR, RESOURCE PLANNING – Provides integrated resource policy and planning services for the Department and coordinates an interdepartmental planning program to facilitate the optimum use of Alberta's public lands and resources.

20 ASSISTANT DEPUTY MINISTER, FISH AND WILDLIFE – Directs the program of fish and wildlife resource management, and coordinates internally and with other departments and agencies and the public to optimize fish and wildlife populations and distribution for the benefit of the people of Alberta.

21 EXECUTIVE COORDINATOR, POLICY AND COORDINATION – Responsible for coordinating policies to ensure integration between programs.

22 DIRECTOR, REGULATIONS DEVELOPMENT – Responsible for monitoring, drafting and amending legislation to ensure currency in enforcement and regulations.

23 DIRECTOR, PROGRAM SUPPORT – Responsible for the development and implementation of province-wide information and conservation education programs, fish and wildlife licensing, and the provision of a variety of administrative support services.

24 DIRECTOR, WILDLIFE MANAGEMENT – Responsible for administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources, the condition, productivity of wildlife habitat, the control of wildlife disease, and the coordination of intergovernmental migratory bird resources.

25 DIRECTOR, FISHERIES MANAGEMENT – Responsible for administration, inventory, research and determination of acceptable harvest levels and quotas of fisheries resources, the condition and productivity of fish habitat, the control of disease, and the coordination and management of interprovincial fisheries.

26 DIRECTOR, ENFORCEMENT SERVICES – Responsible for the development and implementation of policies and objectives to ensure a high standard of enforcement province-wide in order to achieve fisheries and wildlife resource management goals.

27 DIRECTOR, OPERATIONS – Responsible for the efficient implementation of operational programs, consistent with policies and objectives; provides provincial forensic, problem wildlife, native liaison and special investigations programs as well as operational field training.

28 DIRECTOR, HABITAT MANAGEMENT – Responsible for the development, planning and administration of projects to enhance fish and wildlife habitat; evaluates industrial, agricultural and settlement disturbances of fish and wildlife habitat; liaises with private and government agencies to incorporate consideration of fish and wildlife habitat in their policies and programs.

29 EXECUTIVE OFFICER, FOREST INDUSTRY DEVELOPMENT – Responsible for the development and implementation of programs designed to promote the development of the province's renewable resources; provides assistance to the private sector in terms of financial and economic feasibility studies, financial arrangements and identification of development proposals.

30 DIRECTOR, FINANCIAL AND ECONOMIC ANALYSIS – Responsible for drafting financial terms and conditions of government/industry agreements, conducting economic analysis and feasibility studies for government and industry, and liaising with key officials in other government departments.

31 DIRECTOR, FOREST INDUSTRY DEVELOPMENT – Responsible for negotiating financial agreements with the private sector, assisting the development of new technology, and liaising with industry and other government departments regarding broader government issues and programs.

32 DIRECTOR, RENEWABLE RESOURCE DEVELOPMENT – Responsible for developing programs and policies to identify and encourage private sector investment opportunities related to the utilization of renewable resources on Alberta's public lands; coordinates investment activity with other government departments, and ensures that proposals developed conform to governmental standards and objectives.

33 DIRECTOR, POLICY SECRETARIAT – Performs a leadership role in the Department's planning and policy functions; develops departmental strategic plans and monitors their implementation; conducts policy analysis and development; and provides advice to senior officials.

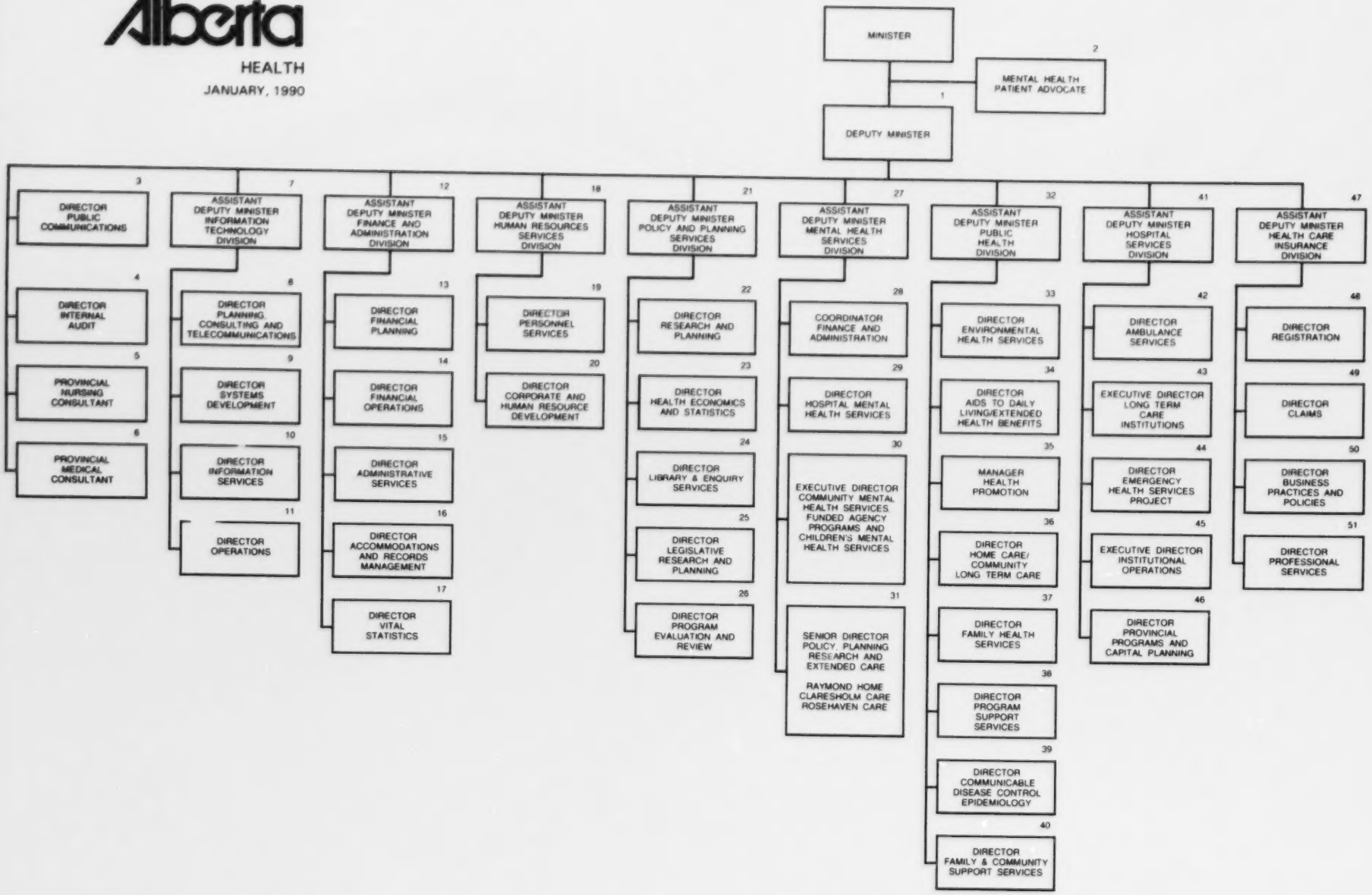
34 DIRECTOR, COORDINATION SERVICES – Coordinates the effective and efficient delivery of Department programs at the regional level; manages all ministerial correspondence and prepares briefing materials; and coordinates the Department's position on native land claims.

35 DIRECTOR, COMMUNICATIONS – Provides public relations advice to senior management and an extensive range of public affairs services including media relations, advertising, news releases, displays, graphics, printing and audio-visual material; produces the Department's monthly newsletter.

Alberta

HEALTH

JANUARY, 1990



1 DEPUTY MINISTER – Responsible for the overall management of the Department and the formulation of health care delivery objectives, policies and plans for recommendation to the Minister.

2 MENTAL HEALTH PATIENT ADVOCATE – Responsible for investigating complaints from formal patients detained in health facilities, determining whether the complaints warrant further investigation, and for making recommendations to the Board of Directors of mental health facilities relating to any matters affecting formal patients and any other matters pursuant to the Mental Health Act and Patient Advocate Regulations.

3 DIRECTOR, PUBLIC COMMUNICATIONS – Responsible for providing external and internal public relations and information services.

4 DIRECTOR, INTERNAL AUDIT – Responsible for carrying out financial audits within the Department, conducting audits related to computer systems development, conducting financial audits of activities of organizations funded by the Department, and for special investigations.

5 PROVINCIAL NURSING CONSULTANT – Responsible for the coordination and implementation of the nursing initiatives program and for advising and consulting with senior officials regarding policy formulation and program development.

6 PROVINCIAL MEDICAL CONSULTANT – Responsible for liaising with health care practitioners and professional associations, reviewing usage of health care services by registrants, and administering the Emergency Financial Assistance Program, Graduate Medical Education Program and sessional payments.

7 ASSISTANT DEPUTY MINISTER, INFORMATION TECHNOLOGY DIVISION – Responsible for the provision of information technology support and advice, both internally and externally.

8 DIRECTOR, PLANNING, CONSULTING AND TELECOMMUNICATIONS – Responsible for providing planning and consulting services to both the Department and external facilities, developing strategic plans in support of service needs, providing consulting, telecommunications and data administration services, conducting post-implementation reviews, and developing the Department's electronic data processing plan.

9 DIRECTOR, SYSTEMS DEVELOPMENT – Responsible for designing, developing and implementing developmental projects both within the Department and the health units.

10 DIRECTOR, INFORMATION SERVICES – Responsible for providing information required for effective planning, decision-making and operation of the Department through business consulting, office system support, image management and decision support services.

11 DIRECTOR, OPERATIONS – Responsible for providing: maintenance and enhancement of operational or production applications; data entry, data conversion, and production control; management of databases and telecommunications network; and installation of hardware of all types.

12 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION DIVISION – Responsible for providing comprehensive financial and administrative support services, and stewardship of resources allocated for the delivery of health services in Alberta.

13 DIRECTOR, FINANCIAL PLANNING – Responsible for financial and budgetary services and advice to program and support areas, linkage with Treasury requirements, policies and directives, and operation of financial systems regarding allocation of funds and resources.

14 DIRECTOR, FINANCIAL OPERATIONS – Responsible for providing financial information and advice to other branches, and for establishing procedures and producing information to ensure financial accountability.

15 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for providing support and supply services to the Department in the areas of mail and courier services, materials, supplies and forms, risk management, printshop, fixed assets inventories, repairs and maintenance, provision of rented equipment, and vehicle maintenance.

16 DIRECTOR, ACCOMMODATIONS AND RECORDS MANAGEMENT – Responsible for the provision of Department leased accommodations throughout the province, and for managing the corporate office spatial environment, new and existing office furniture inventories, parking, and the Records Management Program.

17 DIRECTOR, VITAL STATISTICS – Responsible for the administration of the requirements of the Vital Statistics Act, the Marriage Act, and the Change of Names Act.

18 ASSISTANT DEPUTY MINISTER, HUMAN RESOURCE SERVICES DIVISION – Responsible for the direction of the personnel, training and development programs, as well as for strategic and human resource planning.

19 DIRECTOR, PERSONNEL SERVICES – Responsible for classification and staffing, organizational analysis and design, pay and benefits administration, the employee relations program including collective agreement interpretations, grievances and discipline, the long-term disability insurance program, and occupational health and safety.

20 DIRECTOR, CORPORATE AND HUMAN RESOURCE DEVELOPMENT – Responsible for the provision of technical and corporate training, employee/management development, and training evaluation and design; coordinates corporate and divisional planning requirements, and manages corporate programs such as the Performance Management Program, Career Management Program, and the Women's Program.

21 ASSISTANT DEPUTY MINISTER, POLICY AND PLANNING SERVICES DIVISION – Responsible for providing support to the Department with respect to planning, evaluation and policy development, and for providing advice, consultation and recommendations regarding costing and negotiations with professional associations.

22 DIRECTOR, RESEARCH AND PLANNING – Responsible for: taking the lead role in planning, policy and research activities; coordinating the Department's strategic and corporate planning process, health disciplines planning, research and policy development; assessing health service delivery options; and liaising with other provinces and the federal government.

23 DIRECTOR, HEALTH ECONOMICS AND STATISTICS – Responsible for initiating, administering and coordinating policy-oriented research and analytical services, developing and maintaining health status indicators, and providing statistical support for program delivery.

24 DIRECTOR, LIBRARY AND ENQUIRY SERVICES – Responsible for developing, maintaining, and providing access to information sources and services, and for augmenting information resources located within Alberta communities.

25 DIRECTOR, LEGISLATIVE RESEARCH AND PLANNING – Responsible for legislative research and planning services, coordination of all legal matters, and administration of third party liability recoveries and hospital district organization, boundaries and requisitions.

26 DIRECTOR, PROGRAM EVALUATION AND REVIEW – Responsible for supporting and making recommendations to improve the effectiveness and image of health care systems, programs and services, and for evaluating all components of health care development and delivery.

27 ASSISTANT DEPUTY MINISTER, MENTAL HEALTH SERVICES DIVISION – Responsible for providing direction, promotion, planning and policy development for mental health programs; manages a system of mental health clinics, care centres and hospital services; directs research and evaluation activities, and operates the Suicide Prevention Program.

28 COORDINATOR, FINANCE AND ADMINISTRATION – Responsible for providing support services in finance and administration to the Division and for supervision of support to the Appeals and Advisory Secretariat.

29 DIRECTOR, HOSPITAL MENTAL HEALTH SERVICES – Responsible for the administration of mental health services in hospitals including monitoring and recommending funding for mental health hospitals and programs.

30 EXECUTIVE DIRECTOR, COMMUNITY MENTAL HEALTH SERVICES, FUNDED AGENCY PROGRAMS AND CHILDREN'S MENTAL HEALTH SERVICES – Responsible for six regions which provide: assessment, diagnosis and treatment services; consultation to professionals, community agencies and groups; funding support to community agencies and approved homes; and coordination of children's mental health services through community mental health clinics and travelling clinics.

31 SENIOR DIRECTOR, POLICY, PLANNING, RESEARCH AND EXTENDED CARE – Responsible for: the operation of the three rehabilitative inpatient/outpatient care centres for the psychosocially handicapped; mental health promotion and public relations; policy development, planning, research and evaluation; and the Suicide Prevention Program.

32 ASSISTANT DEPUTY MINISTER, PUBLIC HEALTH DIVISION – Responsible for the direction of public health programs with emphasis on the promotion, prevention, protection and support processes, and for delivering, funding and supporting programs and community health services delivered by twenty-seven autonomous local health units.

33 DIRECTOR, ENVIRONMENTAL HEALTH SERVICES – Responsible for: standards and guidelines for the prevention of adverse environmental conditions; promoting environmentally safe practices in food handling, waste management and public facilities; enforcing environmental health legislation; and providing consultation to health units.

34 DIRECTOR, AIDS TO DAILY LIVING/EXTENDED HEALTH BENEFITS – Responsible for: ensuring that chronically and terminally ill Albertans receive basic medical equipment and supplies; monitoring and evaluating services provided through authorities and suppliers; and providing consultation to suppliers, health professionals, clients, interest groups and the general public.

35 MANAGER, HEALTH PROMOTION – Responsible for developing innovative approaches to health education and promotion.

36 DIRECTOR, HOME CARE/COMMUNITY LONG TERM CARE – Responsible for: providing consultation to health units and other agencies regarding the delivery of home care and long term care services; developing program standards, evaluation and funding guidelines; and promoting and supporting education and research activities.

27 DIRECTOR, FAMILY HEALTH SERVICES – Responsible for promoting personal health and prevention of disease and disability, and providing health expertise, support and resources in the following program areas: Community Health Nursing, Dental Health, Early Intervention, Sexual Health, Nutrition, and Speech Language Pathology.

38 DIRECTOR, PROGRAM SUPPORT SERVICES – Responsible for providing administrative support services to the Public Health Division and funded agencies, and for coordinating Division-wide public health issues.

39 DIRECTOR, COMMUNICABLE DISEASE CONTROL AND EPIDEMIOLOGY – Responsible for: the control of infectious and selected chronic diseases; providing epidemiologic services, consultation to health care professionals, research, public and professional education, diagnostic and treatment services for the control of sexually transmitted diseases and tuberculosis; developing strategies for the prevention, control and management of AIDS; providing information on AIDS and causative infection to the Government, health professionals, the public and media; and ensuring that screening, diagnosis, community care and management services are available for HIV-infected patients in the province.

40 DIRECTOR, FAMILY AND COMMUNITY SUPPORT SERVICES – Ensures that the provisions of the Family and Community Support Services Act are carried out; provides consulting resources to municipalities; maintains financial and program monitoring systems and accumulates program statistical information.

41 ASSISTANT DEPUTY MINISTER, HOSPITAL SERVICES DIVISION – Responsible for the management of Government funding for planning and operating provincial active treatment, mental health and auxiliary hospitals, nursing homes and the emergency service program.

42 DIRECTOR, AMBULANCE SERVICES – Responsible for managing and funding air ambulance and blood services programs, coordinating disaster programs, and administering the inter-hospital transfer policy.

43 EXECUTIVE DIRECTOR, LONG TERM CARE INSTITUTIONS – Responsible for identifying needs and developing long term care programs and policies, and planning, developing, funding and monitoring operations of 166 nursing homes and auxiliary hospitals, two geriatric centres, and two mental health hospitals.

44 DIRECTOR, EMERGENCY HEALTH SERVICES PROJECT – Responsible for planning and coordinating emergency services, and for managing fiscal and regulatory requirements of the Ambulance Services Act.

45 EXECUTIVE DIRECTOR, INSTITUTIONAL OPERATIONS – Responsible for funding and monitoring services in acute care hospitals through consultation in financial, administrative and operational matters.

46 DIRECTOR, PROVINCIAL PROGRAMS AND CAPITAL PLANNING – Responsible for planning and responding to the physical requirements (new construction, renovations and equipment) of health care facilities; provides program and operating support in such specialized areas as diagnostic imaging, laboratory medicine, and rehabilitation and food services; assesses and evaluates new and existing facilities, programs and technologies.

47 ASSISTANT DEPUTY MINISTER, HEALTH CARE INSURANCE DIVISION – Responsible for administering the Alberta Health Care Insurance Plan which involves paying health care practitioners for basic and extended health services, providing customer information services, and liaising with medical and non-medical associations.

48 DIRECTOR, REGISTRATION – Responsible for registering all residents of Alberta, maintaining registration information for the purpose of payment of medical services, collecting premiums, administrating group plans, enrolling individuals under the Alberta Blue Cross non-group membership, and providing customer information services.

49 DIRECTOR, CLAIMS – Responsible for processing medical and non-medical claims for basic health and extended health services provided in-province, out-of-province and out-of-country, and for providing information and guidance to health care providers and Alberta residents regarding claim submissions.

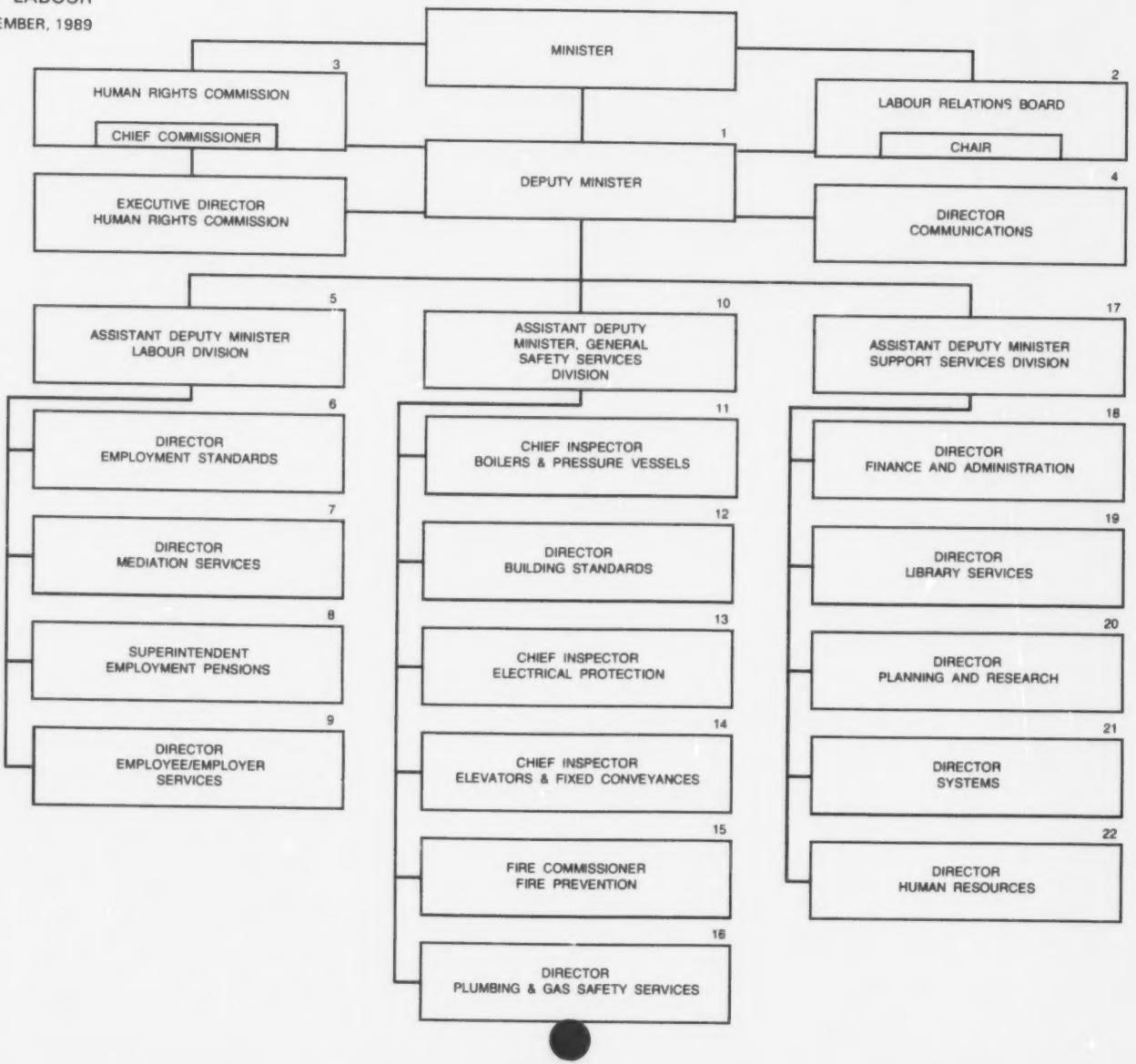
50 DIRECTOR, BUSINESS POLICIES AND PRACTICES – Responsible for providing support to the Claims Redevelopment Project.

51 DIRECTOR, PROFESSIONAL SERVICES – Responsible for reviewing practitioners' patterns of practice, developing claims assessment policies, reviewing complex or unusual claims, and for managing the Statement of Benefits Program.

Alberta

LABOUR

NOVEMBER, 1989



1 DEPUTY MINISTER – Acts as chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the Department.

2 LABOUR RELATIONS BOARD – Administers the Labour Relations Act, investigates alleged contraventions and grants remedial orders as required; certifies bargaining units; governs conditions for legal strikes and lockouts; and provides education regarding the Act and the Board's functions.

3 HUMAN RIGHTS COMMISSION – Provides public education regarding the Individual's Rights Protection Act (IRPA), human rights principles and the function of the Commission; and accepts, investigates and resolves complaints regarding alleged violations of the Act.

4 DIRECTOR, COMMUNICATIONS – Advises on and coordinates the planning, development, implementation and evaluation of public relations, public information and internal communication activities.

5 ASSISTANT DEPUTY MINISTER, LABOUR DIVISION – Assists in the resolution of labour relations disputes; evaluates and develops provincial employment standards; provides educational programs in the area covered by its mandate; and safeguards entitlements under private pension plans.

6 DIRECTOR, EMPLOYMENT STANDARDS – Provides complaint resolution and special programs to ensure that employers and employees understand and comply with province-wide employment standards.

7 DIRECTOR, MEDIATION SERVICES – Provides the services of mediators to encourage and assist parties to resolve collective bargaining disputes, and offers a preventive mediation program.

8 SUPERINTENDENT, EMPLOYMENT PENSIONS – Provides programs to promote and regulate the establishment, maintenance, extension and improvement of pension plans by employees, unions and employers.

9 DIRECTOR, EMPLOYEE/EMPLOYER SERVICES – Provides assistance to employees and employers to promote improved communications.

10 ASSISTANT DEPUTY MINISTER, GENERAL SAFETY SERVICES DIVISION – Provides regulation and compliance programs such as inspection, plan review and accident investigation; offers education programs; and develops and implements safety standards in the areas under its jurisdiction.

11 CHIEF INSPECTOR, BOILERS AND PRESSURE VESSELS – Provides programs related to the safe design, construction, installation and operation of boilers, pressure vessels and pressure piping systems.

12 DIRECTOR, BUILDING STANDARDS – Provides programs related to public safety in the construction, design, use, occupancy, relocation and demolition of buildings.

13 CHIEF INSPECTOR, ELECTRICAL PROTECTION – Provides programs dedicated to public safety in the generation, distribution and use of electricity.

14 CHIEF INSPECTOR, ELEVATORS AND FIXED CONVEYANCES – Provides safety programs to monitor the installation, operation and maintenance of elevators, escalators, ski tows, amusement rides and other fixed conveyances.

15 FIRE COMMISSIONER, FIRE PREVENTION – Provides fire prevention, firefighter training and advisory programs; investigates fires and offers educational and information services to the public.

16 DIRECTOR, PLUMBING AND GAS SAFETY SERVICES – Provides safety programs with respect to plumbing installations, sewage disposal systems and the distribution and use of natural and propane gases.

17 ASSISTANT DEPUTY MINISTER, SUPPORT SERVICES DIVISION – Provides professional support to the Department's program units in the areas of communications, finance and administration, library services, planning, research and systems.

18 DIRECTOR, FINANCE AND ADMINISTRATION – Provides assistance in financial planning, operations and control, and in the acquisition of space, equipment supplies and services; and provides specialized office services.

19 DIRECTOR, LIBRARY SERVICES – Provides reference, information and other library-related services to the Department and the public.

20 DIRECTOR, PLANNING AND RESEARCH – Provides planning, policy analysis, research, statistics and information services to the Department, and offers information services to the public.

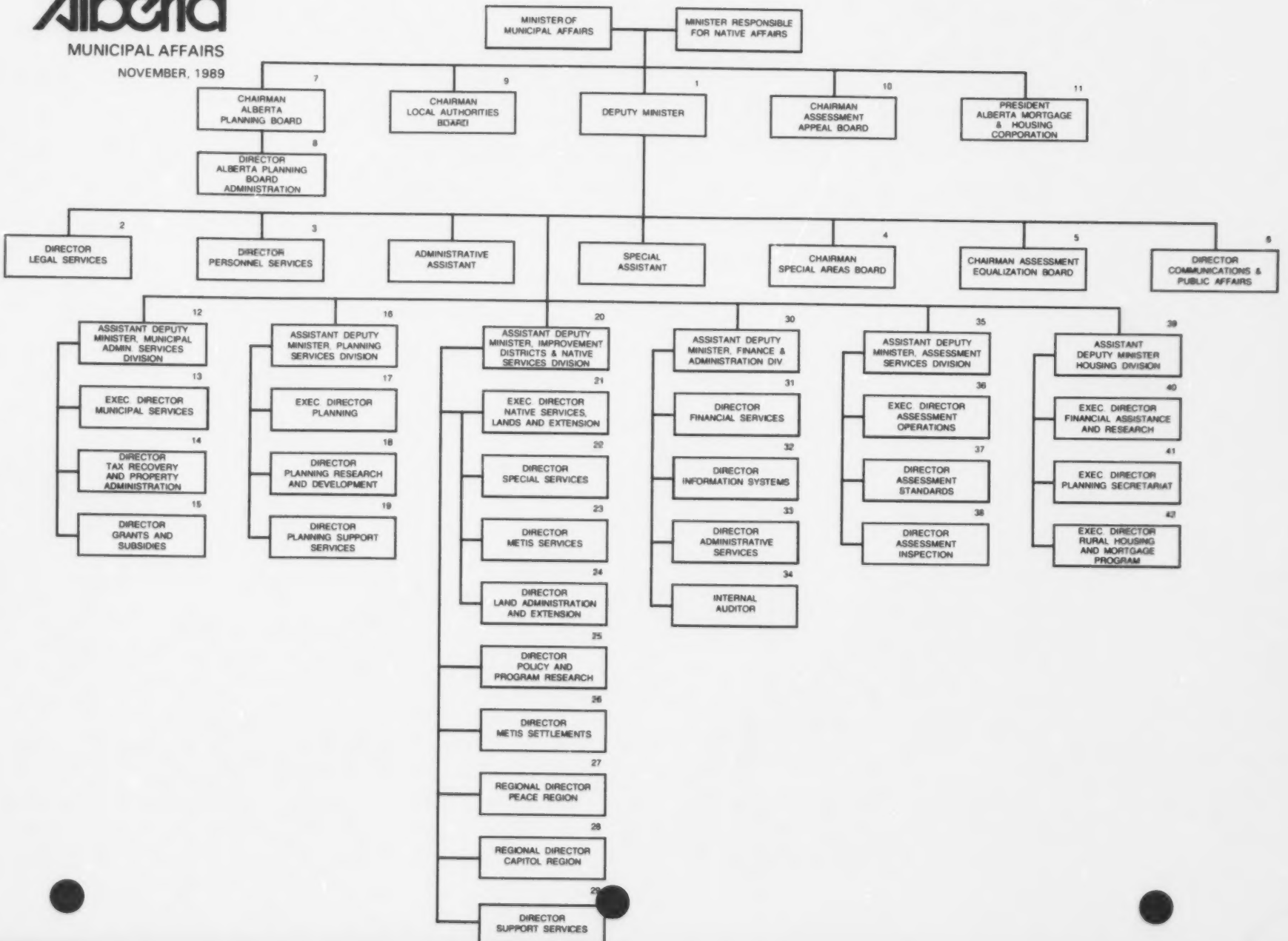
21 DIRECTOR, SYSTEMS – Advises on and coordinates the planning, development and use of management information systems, particularly those involving special technology.

22 DIRECTOR, HUMAN RESOURCES – Provides assistance, direction and coordination to departmental management on personnel functions, manpower planning and organizational development.

Alberta

MUNICIPAL AFFAIRS

NOVEMBER, 1989



1 DEPUTY MINISTER – Acts as the chief executive officer and is responsible for the administration and control of all line and staff functions within the Department.

2 DIRECTOR, LEGAL SERVICES – Represents the Department on all legal matters, interprets legislation, drafts all legal documents, and provides legal advice.

3 DIRECTOR, PERSONNEL SERVICES – Responsible for the administration of the personnel program, providing personnel consultant services to departmental management, and advising and guiding all departmental employees on personnel matters.

4 CHAIRMAN, SPECIAL AREAS BOARD – Provides complete local government services for special areas including taxation, licences, permits, leases, local works and improvements.

5 CHAIRMAN, ASSESSMENT EQUALIZATION BOARD – Determines assessment on an equalized basis among all municipal governments, improvement districts and special areas.

6 DIRECTOR, COMMUNICATIONS & PUBLIC AFFAIRS – Handles public relations needs of the Department, promotes and makes known the policies, services and programs of Alberta Municipal Affairs.

7 CHAIRMAN, ALBERTA PLANNING BOARD – Appointed by Order-in-Council, is responsible for the operation of the organization which has an administrative role in relation to planning policies, in the administration of the Planning Act and in regional planning activities, and a quasi-judicial role when hearing and rendering decisions on appeals, the subdivision of land, referrals on inter-municipal disputes, referrals on conflicts with regional plans and appeals on amendments to regional plans.

8 DIRECTOR, ALBERTA PLANNING BOARD ADMINISTRATION – Serves as a full-time Board member; responsible for coordinating the activities of the Board and implementing its decisions.

9 CHAIRMAN, LOCAL AUTHORITIES BOARD – Responsible for approving all debenture applications of municipalities and school authorities; holds hearings and makes decisions which may be approved, rejected or varied by Cabinet on all applications for annexation of land to cities, towns, villages and other municipalities; makes recommendations on all tax exemption applications received from non-profit organizations.

10 CHAIRMAN, ASSESSMENT APPEAL BOARD – Heads a quasi-judicial tribunal which hears appeals and renders decisions with respect to property valuations made to establish equitable bases for the taxing authorities within the province.

11 PRESIDENT, ALBERTA MORTGAGE & HOUSING CORPORATION – Responsible for the administration of the Alberta Mortgage and Housing Corporation Act and the overall management of the Corporation, as delegated by the Board of Directors; acts as Vice-Chairman of the Board of Directors, and serves as liaison between the administration of the Corporation and the Minister of Municipal Affairs, the Chairman of the Board.

12 ASSISTANT DEPUTY MINISTER, MUNICIPAL ADMINISTRATIVE SERVICES DIVISION – Assists the incorporated municipalities in developing as viable and economic units of local government through advisory services, the provision of grants and subsidies, legislation review, research and through liaison with municipal associations representing municipal concerns to provincial authorities.

13 EXECUTIVE DIRECTOR, MUNICIPAL SERVICES – Provides municipal advisory and consulting services to municipalities, government departments and the general public; monitors municipal operations, gathers and distributes statistical data related to municipalities, undertakes research on municipal policies and programs.

14 DIRECTOR, TAX RECOVERY AND PROPERTY ADMINISTRATION – Protects the interests of individuals and municipalities in tax recovery proceedings; provides land management services to the Department including Alberta Treasury land banks.

15 DIRECTOR, GRANTS AND SUBSIDIES – Administers programs of financial support to municipalities as well as property tax reduction and renters' assistance programs for senior citizens.

16 ASSISTANT DEPUTY MINISTER, PLANNING SERVICES DIVISION – Provides overall direction for professional planning services including province-wide planning research, advisory services to regional planning commissions, and the delivery of planning services to areas outside the coverage of regional planning commissions.

17 EXECUTIVE DIRECTOR, PLANNING – Provides planning services to areas outside of the jurisdiction of regional planning commissions including subdivision application processing, bylaw preparation and amendments, special planning areas, municipal and regional planning advisory services.

18 DIRECTOR, PLANNING RESEARCH AND DEVELOPMENT – Undertakes planning research and formulates provincial policy recommendations respecting planning and development; provides specialized planning research for the Planning Services Division and the Alberta Planning Board; carries out liaison and coordination with regional planning commissions and government agencies, and conducts multi-disciplinary planning projects requiring interdepartmental coordination.

19 DIRECTOR, PLANNING SUPPORT SERVICES – Provides administrative support, land use mapping, graphics, engineering services and other planning-related technical support to the planning elements of the organization.

20 ASSISTANT DEPUTY MINISTER, IMPROVEMENT DISTRICTS AND NATIVE SERVICES DIVISION – Provides for the administration and development of the improvement districts and Metis settlements, for the development of communities in the Green Zone, and for interdepartmental cooperation in rural development, water resource policy and northern development; assists other provincial departments in delivering services to native people throughout the province.

21 EXECUTIVE DIRECTOR, NATIVE SERVICES, LANDS AND EXTENSION – Coordinates the delivery of services to all native people in Alberta, recognizing their social and economic needs and cultural heritage; negotiates with native organizations; provides advisory and support services to provincial government departments in the development of policies and programs; consults with the Government of Canada; coordinates the identification and implementation of forms of land holding to assist residents of the improvement districts; coordinates the development of educational programs to increase

the participation of remote communities in local government and community development processes.

22 DIRECTOR, SPECIAL SERVICES – Provides a focal point for federal-provincial cooperation on native issues; monitors the interface with Treaty Indians, advises on issues respecting Treaty Indians, and assists in the development of a broad policy framework regarding provincial programs and services to Treaty Indians.

23 DIRECTOR, METIS SERVICES – Provides for the development of a broad policy framework guiding all provincial programs and services to Metis people and urban natives, and works with line departments in the development of strategies to extend services directly to native people.

24 DIRECTOR, LAND ADMINISTRATION AND EXTENSION – Provides for the identification and implementation of forms of land holding to assist residents of the improvement districts, especially in the Green Zone, to obtain land; develops educational programs to encourage the increased participation of remote communities in the local government process.

25 DIRECTOR, POLICY AND PROGRAM RESEARCH – Provides advice and assistance in the development and administration of corporate planning policies and research relating to the provincial native population and the improvement districts.

26 DIRECTOR, METIS SETTLEMENTS – Provides for the ongoing administration of the Metis settlements and support their political and economic development; participates in the development of strategies for the transfer of administrative functions to the settlements.

27 & 28 REGIONAL DIRECTORS, IMPROVEMENT DISTRICT REGIONS – Direct and guide improvement district managers within the regions of the province; facilitate intergovernmental planning and policy development locally and regionally in order to maximize service levels; participate in the development of a new legislative regime designed to facilitate the incorporation of improvement districts.

29 DIRECTOR, SUPPORT SERVICES – Provides for financial, administrative, assessment and engineering support to the division including liaison with other departments and agencies concerning programs, services, grants and other financial matters.

30 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION DIVISION – Responsible for planning, development, administration and coordination of centralized services to operating divisions including departmental and trust accounting, budgeting and expenditure control, property taxation for improvement districts and special areas, information systems, general administrative services, and the internal audit function.

31 DIRECTOR, FINANCIAL SERVICES – Responsible for the administration of departmental accounting and financial reporting, trust fund accounting, financial systems planning, financial policy and procedure development, receipts and disbursements of cash, budget development and administration, purchasing, and improvement districts and special areas ratepayers' property taxation accounts.

32 DIRECTOR, INFORMATION SYSTEMS – Responsible for provision of departmental data processing services including hardware acquisition and support, application development, software support and operation, and EDP planning and coordination.

33 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the provision of records management, library, purchasing, and general administrative services to all divisions and branches of the Department.

34 INTERNAL AUDITOR – Establishes and carries out an audit program to determine that internal control systems are in place and that consistent accounting practices are being applied, and to ensure that operational efficiency, economy and effectiveness are evident in all departmental operations.

35 ASSISTANT DEPUTY MINISTER, ASSESSMENT SERVICES DIVISION – Responsible for the overall direction of equitable assessments throughout the province; provides staff to complete assessments when requested; provides inspections and advisory services to municipalities and assessors; trains assessors; and prepares the assessment manual.

36 EXECUTIVE DIRECTOR, ASSESSMENT OPERATIONS – Provides real property assessment services including industrial, electric power and pipe line assessments for local governments and other provincial agencies.

37 DIRECTOR, ASSESSMENT STANDARDS – Provides appropriate standards to the assessment community in Alberta for the preparation of equitable assessments.

38 DIRECTOR, ASSESSMENT INSPECTION – Through inspections, ensures a uniform standard of property assessment throughout the province; investigates assessment complaints and advises on assessment matters.

39 ASSISTANT DEPUTY MINISTER, HOUSING DIVISION – Responsible for planning, coordinating and contracting the delivery of province-wide housing programs; provides policy and program development for the Alberta Mortgage and Housing Corporation.

40 EXECUTIVE DIRECTOR, FINANCIAL ASSISTANCE & RESEARCH – Responsible for a number of housing programs, including research, grants and incentives.

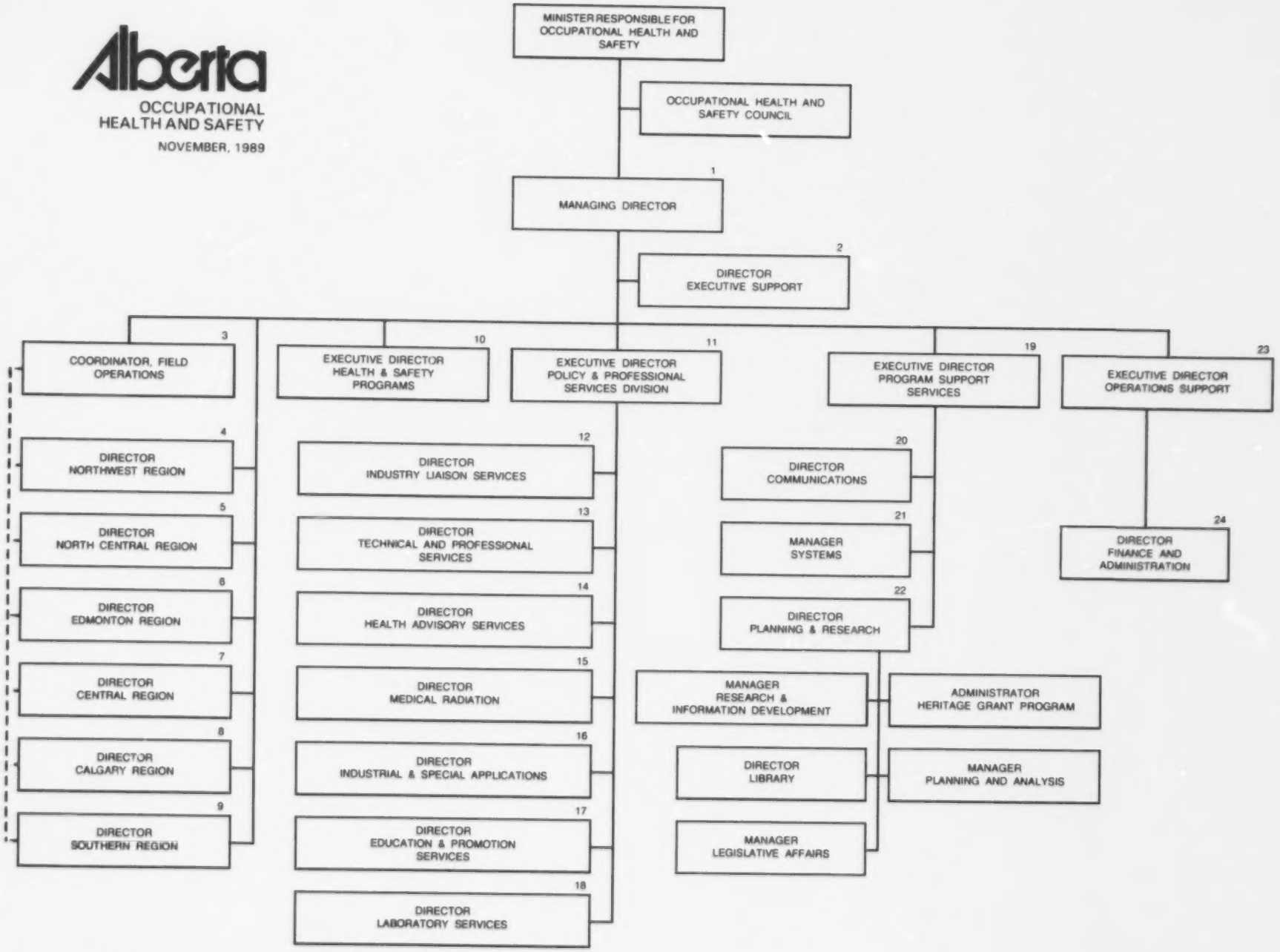
41 EXECUTIVE DIRECTOR, PLANNING SECRETARIAT – Responsible for planning activities and the development of housing policies and program initiatives for the Housing Division and the Alberta Mortgage and Housing Corporation.

42 EXECUTIVE DIRECTOR, RURAL HOUSING AND MORTGAGE PROGRAM – Responsible for the Division's rental and ownership programs for low to modest income residents.

Alberta

OCCUPATIONAL
HEALTH AND SAFETY

NOVEMBER, 1989



OCCUPATIONAL HEALTH AND SAFETY

FUNCTIONAL STATEMENTS – NOVEMBER, 1989

1 MANAGING DIRECTOR – Responsible for providing executive leadership, management and direction to Alberta Occupational Health and Safety, which plans, develops and implements strategies and programs that promote and foster a healthy and safe work place – through the prevention of injury, ill health and genetic damage resulting from employment.

2 DIRECTOR, EXECUTIVE SUPPORT – Responsible for directing and coordinating day-to-day activities of the Managing Director's office, including: staffing and budgeting; liaison with public and government agencies; liaison with the Minister's office; and budgetary and staffing support for Occupational Health and Safety Council.

3 COORDINATOR, FIELD OPERATIONS – Responsible for coordinating and monitoring the delivery of regional programs and services to ensure consistency with program operational standards, legislation, regulations, policies and procedures; provides assistance and support to the Managing Director and the six regional directors in the areas of planning, policy formulation, standards development, budget planning, and program development.

4 to 9 REGIONAL DIRECTORS – Provide leadership and direction to multi-disciplinary regional teams of health and safety professionals; responsible for planning, directing, controlling and evaluating the delivery of all Alberta Occupational Health and Safety work site related programs within the regions and for: developing and managing regional budgets; training, development and evaluation of regional staff; and ensuring effective liaison with appropriate individuals and groups internal and external to O.H.S.

10 EXECUTIVE DIRECTOR, HEALTH & SAFETY PROGRAMS – Responsible for the development, implementation and direction of a program aimed at establishing effective employer health and safety programs on Alberta work sites.

11 EXECUTIVE DIRECTOR, POLICY & PROFESSIONAL SERVICES DIVISION – Responsible for directing policy and program development; represents Alberta Occupational Health and Safety on international, national and local organziations and committees concerned with occupational health and safety; ensures the availability of advice/guidance to the Minister and Managing Director on policy and professional matters.

12 DIRECTOR, INDUSTRY LIAISON SERVICES – Responsible for the identification of critical occupational health and safety issues throughout industry in the province and for the development of innovative strategies and programs for resolving those issues; interacts with senior managers in both industry and government in the development of new initiatives and in the promotion of occupational health and safety.

13 DIRECTOR, TECHNICAL & PROFESSIONAL SERVICES – Provides leadership and direction to the coordination of policy development, development and interpretation of legislation and standards, and the development and design of new programs and projects; responsible for advice and assistance in technical areas; promotes the development and application of new technology, methods and protocols to reduce work site health and safety risks.

14 DIRECTOR, HEALTH ADVISORY SERVICES – Responsible for providing professional advice regarding health aspects of fatalities and work place injuries; liaises with the Medical Examiner's Office; develops and disseminates high quality information to Albertans through health bulletins; and is responsible for health studies and preventive programs for workers and employers.

15 DIRECTOR, MEDICAL RADIATION – Responsible for the administration of the Radiation Protection Act which is intended to protect workers and the public from over-exposure to medical radiation; provides consultation regarding the installation and use of medical radiation equipment to minimize exposure to ionizing radiation.

16 DIRECTOR, INDUSTRIAL AND SPECIAL APPLICATIONS – Responsible for the registration of all lasers and industrial x-ray equipment under the Radiation Protection Act; provides advice and consultation services concerning non-ionizing radiation emitting devices, industrial and environmental radioisotope applications and industrial x-ray equipment; conducts investigations into new radiation applications which may present direct or indirect health concerns to both workers and the general public.

17 DIRECTOR, EDUCATION & PROMOTION SERVICES – Promotes occupational health and safety awareness and programs among the public and client groups including sectorial safety associations, community groups, schools, post-secondary institutions and professional organizations; coordinates development and distribution of informational materials and educational programs; coordinates technical training of O.H.S. field staff.

18 DIRECTOR, LABORATORY SERVICES – Responsible for supplying prompt, efficient, high quality analytical services to support the program needs of occupational health and safety professionals, other government departments and industry; plans, develops and coordinates interlaboratory proficiency testing programs to private sector laboratories performing industrial hygiene analysis; provides consultation on methodology, instrumentation and sampling techniques to ensure the validity and reliability of analytical data throughout the province.

19 EXECUTIVE DIRECTOR, PROGRAM SUPPORT SERVICES – Responsible for administering a variety of specialist services (communications, systems, research and information services, Heritage Grant Program, library, planning and analysis and legislative affairs) which support the organization's mandate and provide service to O.H.S., industry, the research community and public; also supports the organizational policy development and strategic planning functions.

20 DIRECTOR, COMMUNICATIONS – Responsible for media relations, public relations, publications, the Occupational Health and Safety Magazine, and communications planning.

21 MANAGER, SYSTEMS – Responsible for systems planning, development, enhancement and maintenance activities; provides support with respect to policy, standards, security, training, and technical matters.

22 DIRECTOR, PLANNING & RESEARCH – Responsible for five functional areas; research and information development, the Heritage Grant Program, the O.H.S. library, planning and analysis, and legislative affairs.

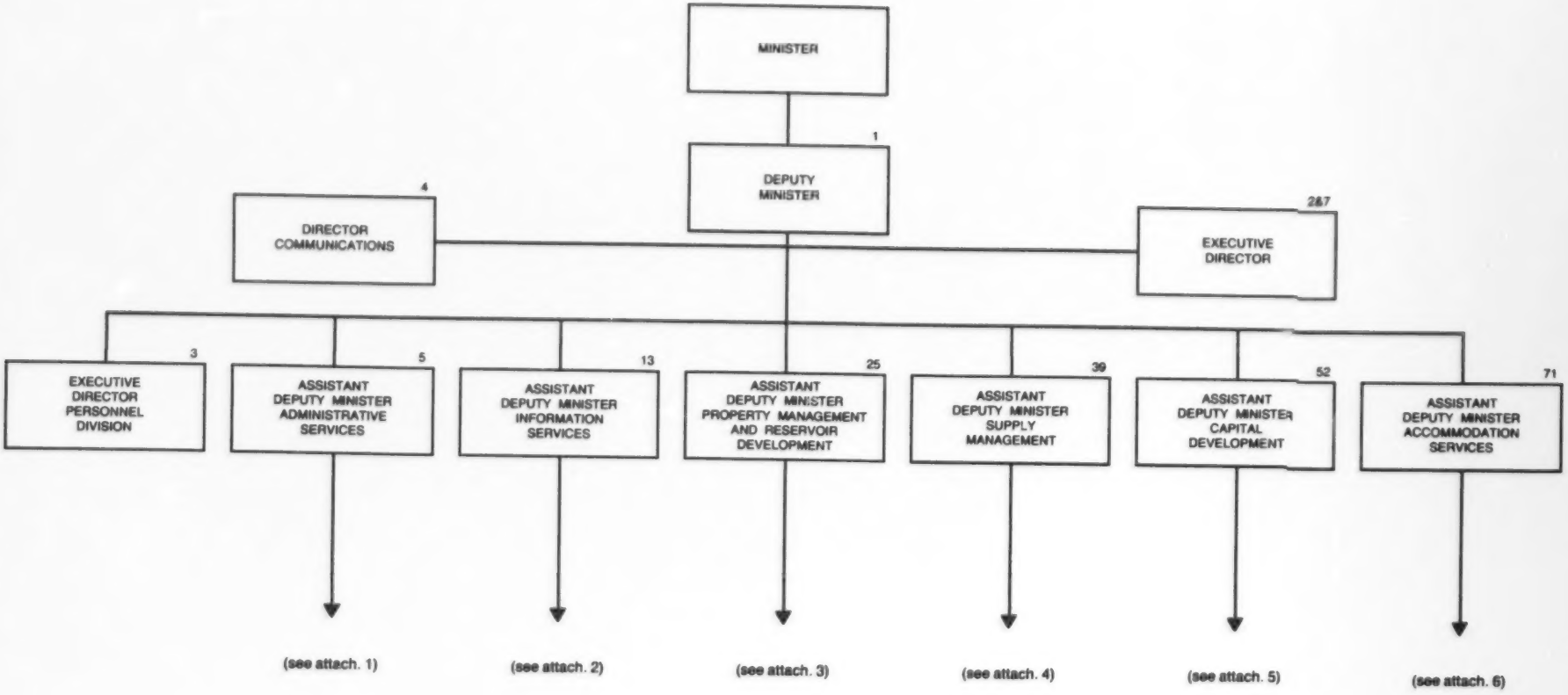
23 EXECUTIVE DIRECTOR, OPERATIONS SUPPORT – Responsible for the planning, implementation and review of personnel, administrative and financial policies, programs and services; manages the operations of the personnel function.

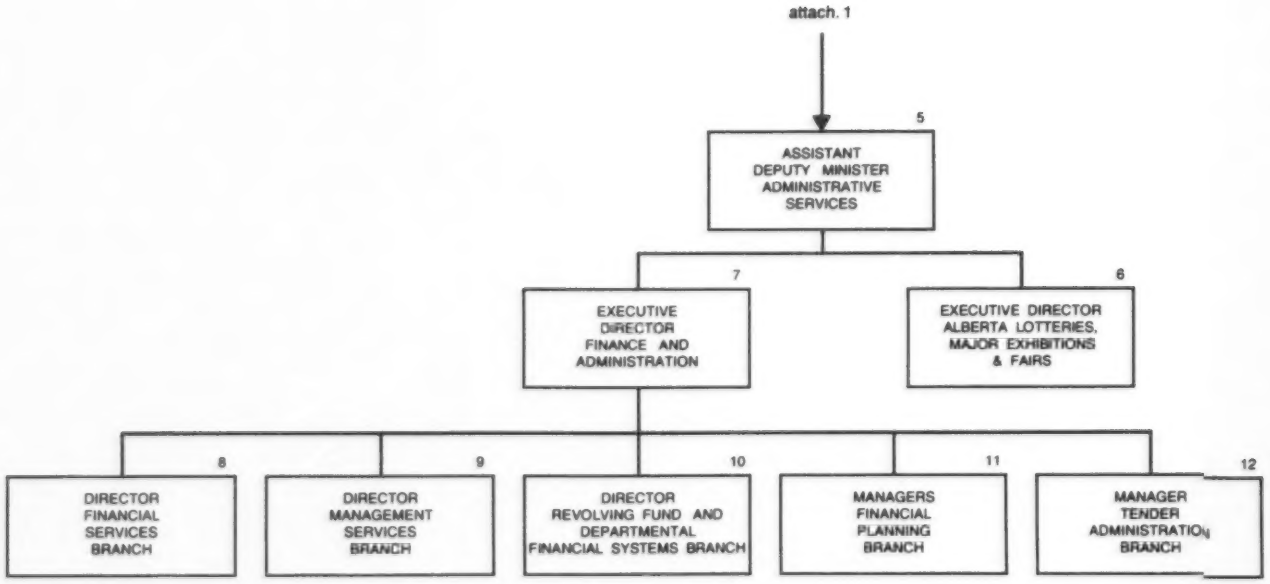
24 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for financial planning, development and monitoring of the O.H.S. budget, and the provision of accounting services, administrative support and facilities management.

Alberta

PUBLIC WORKS,
SUPPLY & SERVICES

NOVEMBER, 1989

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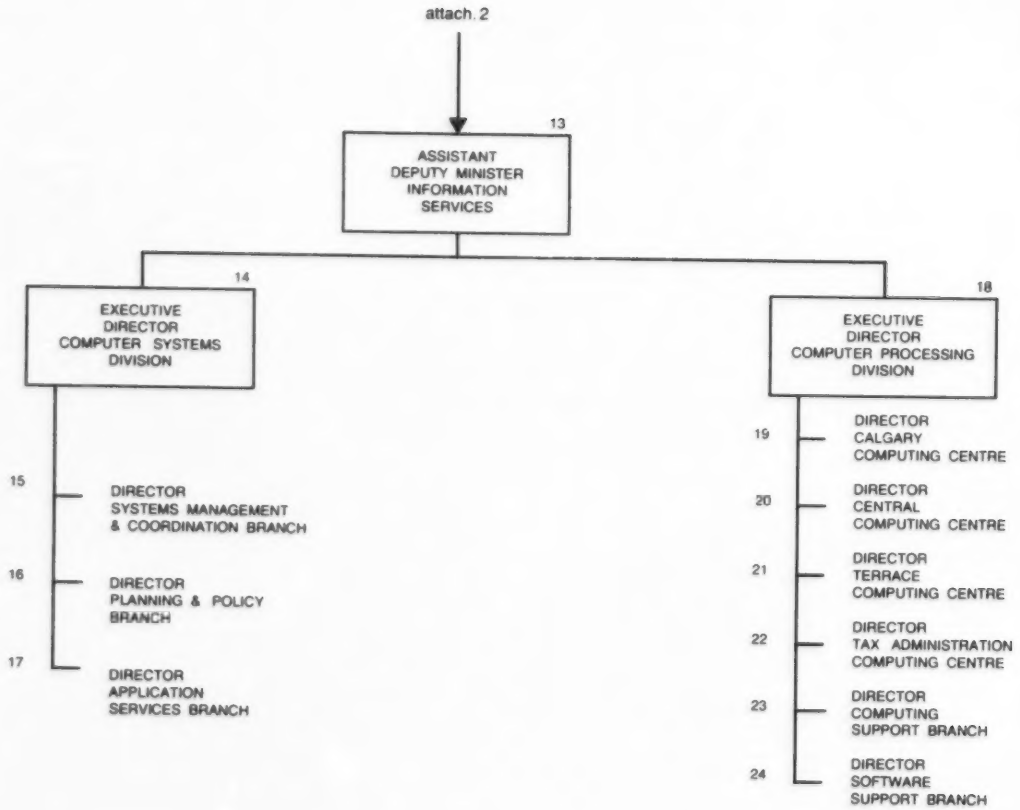
5
ASSISTANT DEPUTY MINISTER ADMINISTRATIVE SERVICES
7
EXECUTIVE DIRECTOR FINANCE AND ADMINISTRATION
6
EXECUTIVE DIRECTOR ALBERTA LOTTERIES, MAJOR EXHIBITIONS & FAIRS
8
DIRECTOR FINANCIAL SERVICES BRANCH
9
DIRECTOR MANAGEMENT SERVICES BRANCH
10
DIRECTOR REVOLVING FUND AND DEPARTMENTAL FINANCIAL SYSTEMS BRANCH
11
MANAGERS FINANCIAL PLANNING BRANCH
12
MANAGER TENDER ADMINISTRATION BRANCH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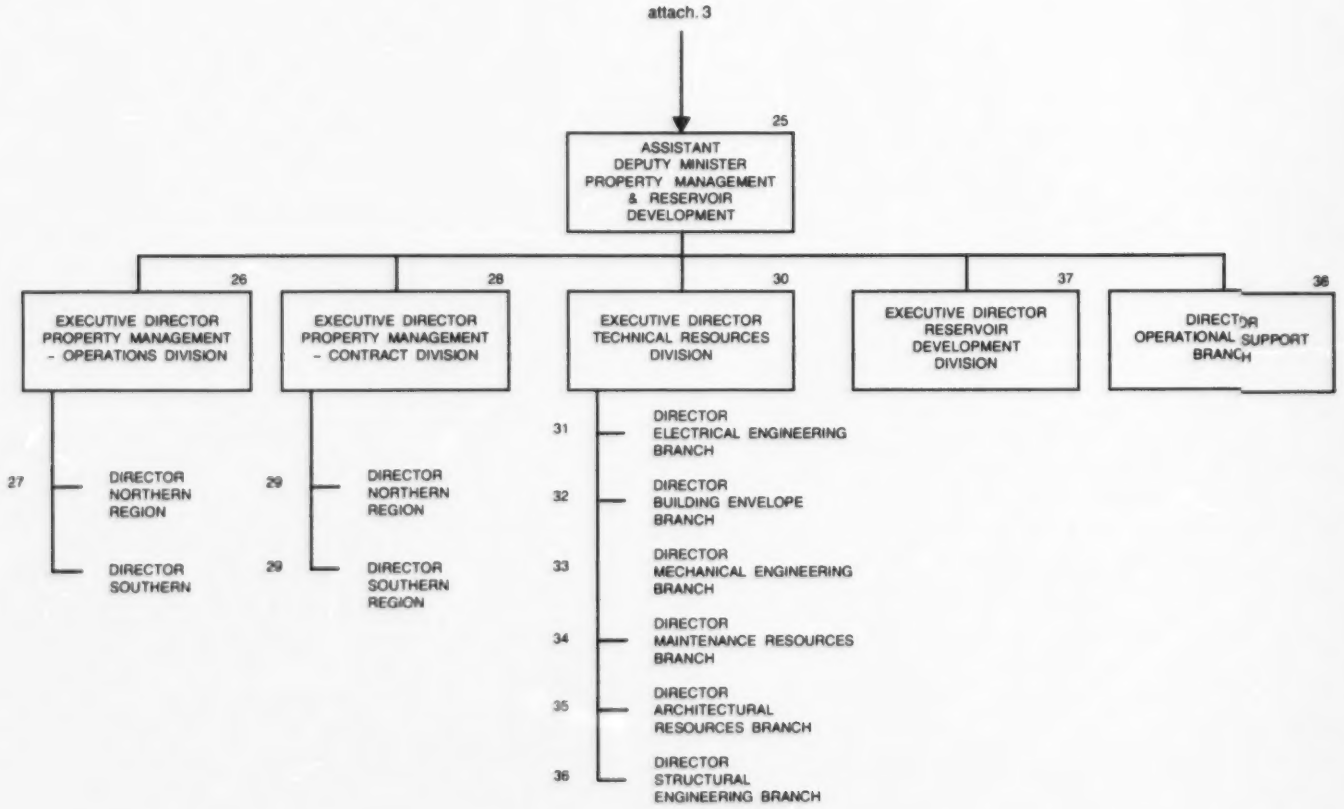
ASSISTANT
DEPUTY MINISTER
INFORMATION
SERVICES
14
EXECUTIVE
DIRECTOR
COMPUTER SYSTEMS
DIVISION
15
DIRECTOR
SYSTEMS MANAGEMENT
& COORDINATION BRANCH
16
DIRECTOR
PLANNING & POLICY
BRANCH
17
DIRECTOR
APPLICATION
SERVICES BRANCH
18
EXECUTIVE
DIRECTOR
COMPUTER PROCESSING
DIVISION
19
DIRECTOR
CALGARY
COMPUTING CENTRE
20
DIRECTOR
CENTRAL
COMPUTING CENTRE
21
DIRECTOR
TERRACE
COMPUTING CENTRE
22
DIRECTOR
TAX ADMINISTRATION
COMPUTING CENTRE
23
DIRECTOR
COMPUTING
SUPPORT BRANCH
24
DIRECTOR
SOFTWARE
SUPPORT BRANCH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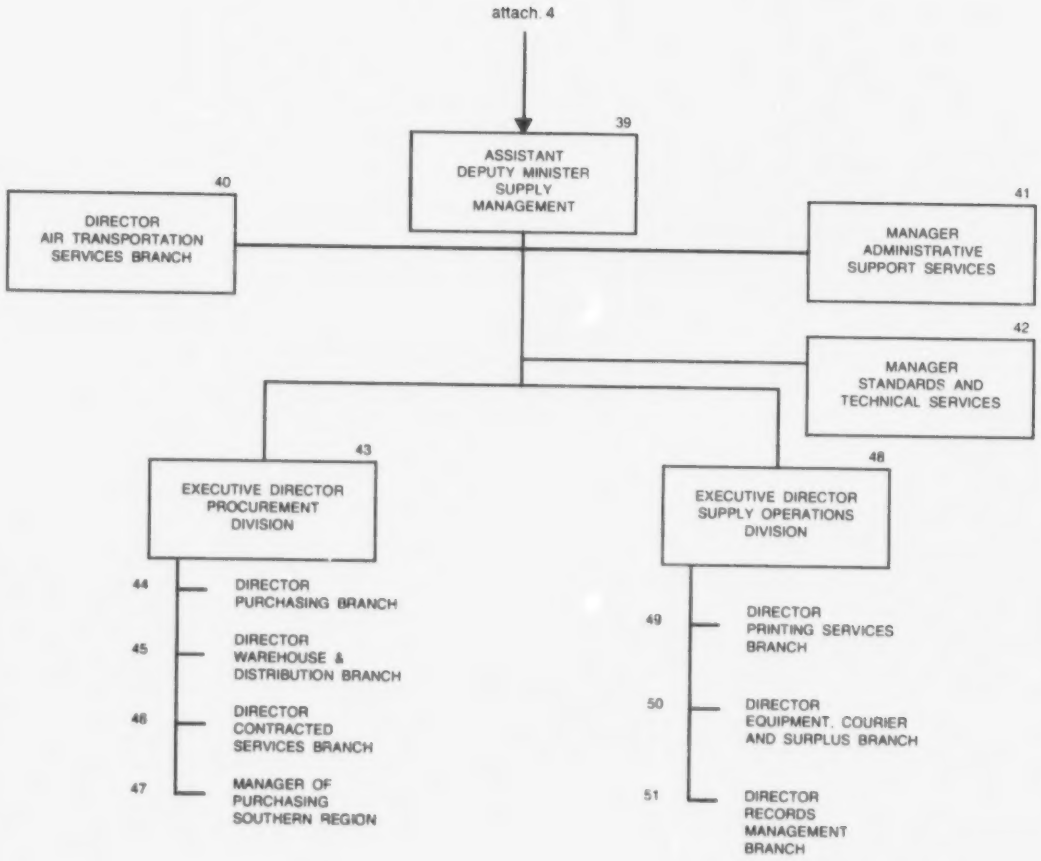
ASSISTANT DEPUTY MINISTER PROPERTY MANAGEMENT & RESERVOIR DEVELOPMENT
26
EXECUTIVE DIRECTOR PROPERTY MANAGEMENT - OPERATIONS DIVISION
28
EXECUTIVE DIRECTOR PROPERTY MANAGEMENT - CONTRACT DIVISION
30
EXECUTIVE DIRECTOR TECHNICAL RESOURCES DIVISION
37
EXECUTIVE DIRECTOR RESERVOIR DEVELOPMENT DIVISION
38
DIRECTOR OPERATIONAL SUPPORT BRANCH
27
DIRECTOR NORTHERN REGION
DIRECTOR SOUTHERN
29
DIRECTOR NORTHERN REGION
29
DIRECTOR SOUTHERN REGION
31
DIRECTOR ELECTRICAL ENGINEERING BRANCH
32
DIRECTOR BUILDING ENVELOPE BRANCH
33
DIRECTOR MECHANICAL ENGINEERING BRANCH
34
DIRECTOR MAINTENANCE RESOURCES BRANCH
35
DIRECTOR ARCHITECTURAL RESOURCES BRANCH
36
DIRECTOR STRUCTURAL ENGINEERING BRANCH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39
ASSISTANT
DEPUTY MINISTER
SUPPLY
MANAGEMENT
40
DIRECTOR
AIR TRANSPORTATION
SERVICES BRANCH
41
MANAGER
ADMINISTRATIVE
SUPPORT SERVICES
42
MANAGER
STANDARDS AND
TECHNICAL SERVICES
43
EXECUTIVE DIRECTOR
PROCUREMENT
DIVISION
48
EXECUTIVE DIRECTOR
SUPPLY OPERATIONS
DIVISION
44
DIRECTOR
PURCHASING BRANCH
45
DIRECTOR
WAREHOUSE &
DISTRIBUTION BRANCH
46
DIRECTOR
CONTRACTED
SERVICES BRANCH
47
MANAGER OF
PURCHASING
SOUTHERN REGION
49
DIRECTOR
PRINTING SERVICES
BRANCH
50
DIRECTOR
EQUIPMENT, COURIER
AND SURPLUS BRANCH
51
DIRECTOR
RECORDS
MANAGEMENT
BRANCH

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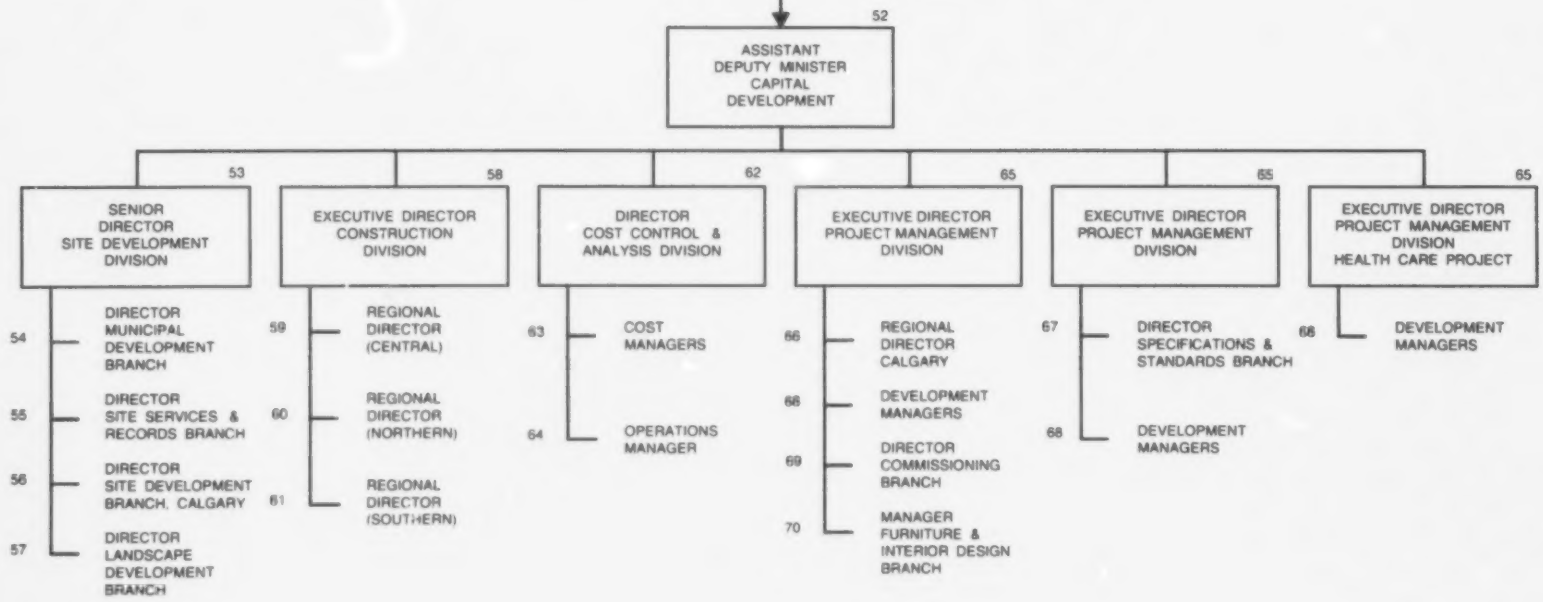
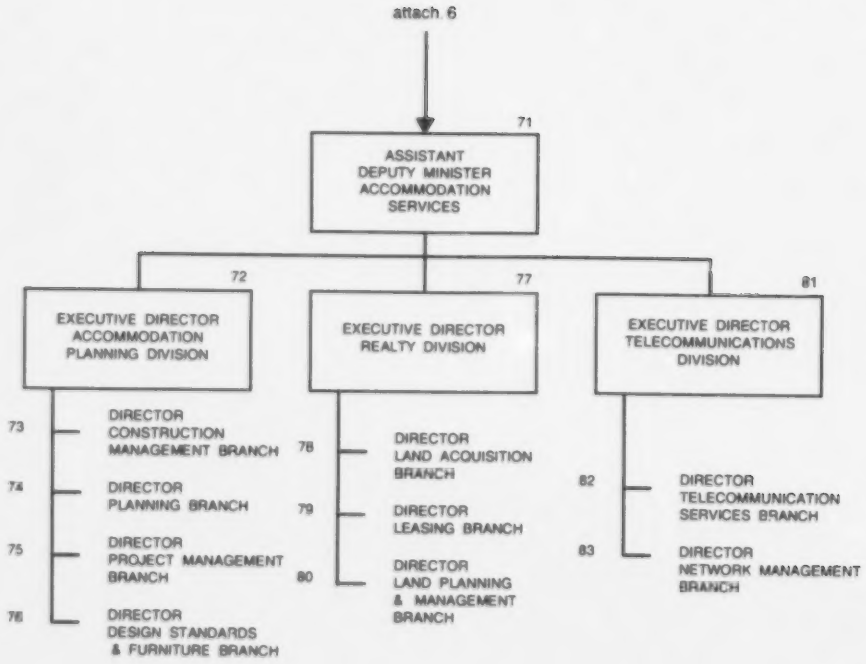

52
ASSISTANT DEPUTY MINISTER CAPITAL DEVELOPMENT
53
SENIOR DIRECTOR SITE DEVELOPMENT DIVISION
54 DIRECTOR MUNICIPAL DEVELOPMENT BRANCH
55 DIRECTOR SITE SERVICES & RECORDS BRANCH
56 DIRECTOR SITE DEVELOPMENT BRANCH, CALGARY
57 DIRECTOR LANDSCAPE DEVELOPMENT BRANCH
58
EXECUTIVE DIRECTOR CONSTRUCTION DIVISION
59 REGIONAL DIRECTOR (CENTRAL)
60 REGIONAL DIRECTOR (NORTHERN)
61 REGIONAL DIRECTOR (SOUTHERN)
62
DIRECTOR COST CONTROL & ANALYSIS DIVISION
63 COST MANAGERS
64 OPERATIONS MANAGER
65
EXECUTIVE DIRECTOR PROJECT MANAGEMENT DIVISION
66 REGIONAL DIRECTOR CALGARY
68 DEVELOPMENT MANAGERS
69 DIRECTOR COMMISSIONING BRANCH
70 MANAGER FURNITURE & INTERIOR DESIGN BRANCH
65
EXECUTIVE DIRECTOR PROJECT MANAGEMENT DIVISION
67 DIRECTOR SPECIFICATIONS & STANDARDS BRANCH
68 DEVELOPMENT MANAGERS
65
EXECUTIVE DIRECTOR PROJECT MANAGEMENT DIVISION HEALTH CARE PROJECT
68 DEVELOPMENT MANAGERS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ASSISTANT DEPUTY MINISTER ACCOMMODATION SERVICES
72
EXECUTIVE DIRECTOR ACCOMMODATION PLANNING DIVISION
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EXECUTIVE DIRECTOR REALTY DIVISION
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EXECUTIVE DIRECTOR TELECOMMUNICATIONS DIVISION
73
DIRECTOR CONSTRUCTION MANAGEMENT BRANCH
74
DIRECTOR PLANNING BRANCH
75
DIRECTOR PROJECT MANAGEMENT BRANCH
76
DIRECTOR DESIGN STANDARDS & FURNITURE BRANCH
78
DIRECTOR LAND ACQUISITION BRANCH
79
DIRECTOR LEASING BRANCH
80
DIRECTOR LAND PLANNING & MANAGEMENT BRANCH
82
DIRECTOR TELECOMMUNICATION SERVICES BRANCH
83
DIRECTOR NETWORK MANAGEMENT BRANCH

DEPARTMENT OF PUBLIC WORKS, SUPPLY AND SERVICES

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 DEPUTY MINISTER – Administers, coordinates and controls Department activities in six major areas: administrative services, capital development, property management and reservoir development, information services, supply management, and accommodation services.

2 EXECUTIVE DIRECTOR – Provides assistance and advice to the Deputy Minister in the administration of the Department and is responsible for the overall coordination and direction of various projects.

3 EXECUTIVE DIRECTOR, PERSONNEL DIVISION – Administers all departmental personnel services including recruitment, classification, employee relations, organization development, occupational health and safety, and manpower planning.

4 DIRECTOR, COMMUNICATIONS – Responsible for supporting the Department's initiatives by providing communications and public relations consultative and technical services.

5 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES – Responsible for lotteries and financial assistance to major exhibitions and fairs, and for the provision of financial, automated information systems, and general administrative services to the Department.

6 EXECUTIVE DIRECTOR, ALBERTA LOTTERIES, MAJOR EXHIBITIONS AND FAIRS – Coordinates the Province's lottery operations, administers the Lottery Fund pursuant to the Interprovincial Lottery Act, and administers financial assistance to major exhibitions and fairs.

7 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for coordination of all financial and administrative services for the Department.

8 DIRECTOR, FINANCIAL SERVICES BRANCH – Responsible for providing accounting, financial review and auditing services for all General Revenue Fund, Alberta Heritage Savings Trust Fund and Capital Fund activities of the Department.

9 DIRECTOR, MANAGEMENT SERVICES BRANCH – Provides general administrative support services including records and forms management, EDP and office automation systems and services, accommodation, mail, insurance, and other office support services.

10 DIRECTOR, REVOLVING FUND AND DEPARTMENTAL FINANCIAL SYSTEMS BRANCH – Provides a full range of accounting services for all departmental activities funded through the Revolving Fund; oversees the development and maintenance of electronic financial systems within the Department, with particular emphasis placed on interfaces between departmental and Government systems.

11 MANAGERS, FINANCIAL PLANNING BRANCH – Responsible for all General Revenue Fund, Capital Fund, Alberta Heritage Savings Trust Fund and Revolving Fund financial planning processes; coordinates, analyses and makes recommendations on the Department's budgets; monitors expenditures against approved budget plans; provides forecasts of financial status to senior management and to Treasury.

12 MANAGER, TENDER ADMINISTRATION BRANCH – Responsible for providing a full range of tender administration services for the General Revenue Fund, Alberta Heritage Savings Trust Fund and Capital Fund activities of the Department.

13 ASSISTANT DEPUTY MINISTER, INFORMATION SERVICES – Responsible for providing computer processing and systems services to assist Government departments in meeting program objectives through the use of information technologies.

14 EXECUTIVE DIRECTOR, COMPUTER SYSTEMS DIVISION – Responsible for the Application Services, Planning and Policy, and Systems Management and Coordination branches.

15 DIRECTOR, SYSTEMS MANAGEMENT AND COORDINATION BRANCH – Responsible for EDP support services including training, standards and guidelines, production control, shared cross-government systems, and evaluation of new technologies and tools.

16 DIRECTOR, PLANNING AND POLICY BRANCH – Responsible for EDP planning, policy and procedures development and monitoring of EDP plans and proposals, as well as EDP security direction.

17 DIRECTOR, APPLICATION SERVICES BRANCH – Responsible for providing centralized systems maintenance, enhancements and project support services.

18 EXECUTIVE DIRECTOR, COMPUTER PROCESSING DIVISION – Responsible for the operations of the Calgary, Central, Tax Administration, and Terrace computing centres and the Computing and Software Support branches.

19 DIRECTOR, CALGARY COMPUTING CENTRE – Responsible for the operation of the array of computers and related auxiliary equipment in Calgary on a 24-hour, 7 days-per-week basis.

20 DIRECTOR, CENTRAL COMPUTING CENTRE – Responsible for the operation of the large central computers and related auxiliary equipment in the Central Computing Centre on a 24-hour, 7 days-per-week basis.

21 DIRECTOR, TERRACE COMPUTING CENTRE – Responsible for the operation of the array of computers and related auxiliary equipment in the Terrace Computing Centre in Edmonton on a 24-hour, 7 days-per-week basis.

22 DIRECTOR, TAX ADMINISTRATION COMPUTING CENTRE – Responsible for the operation of computer and related auxiliary equipment for corporate tax administration on a 24-hour, 5 days-per-week basis.

23 DIRECTOR, COMPUTING SUPPORT BRANCH – Responsible for capacity management, teleprocessing support, mid-range systems support, and data conversion services.

24 DIRECTOR, SOFTWARE SUPPORT BRANCH – Responsible for providing general purpose software through the computing centres, including software planning, acquisition, maintenance and technical assistance.

25 ASSISTANT DEPUTY MINISTER, PROPERTY MANAGEMENT AND RESERVOIR DEVELOPMENT – Responsible for the effective property management of Government-owned and leased facilities as well as the planning, design, mitigation and construction of major water control structures including the Oldman River Dam.

26 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT - OPERATIONS DIVISION - Responsible for the effective management of Government-owned and operated facilities by utilizing geographically dispersed staff and contractors throughout the province.

27 REGIONAL DIRECTORS, PROPERTY MANAGEMENT - OPERATIONS DIVISION - Responsible for the effective management of Government-owned and operated facilities by utilizing geographically dispersed staff and contractors within each of two areas of the province.

28 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT - CONTRACT DIVISION - Responsible for effective management of privatized Government-owned and leased facilities through respective contracts.

29 REGIONAL DIRECTORS, PROPERTY MANAGEMENT - PROPERTY CONTRACTS - Responsible for effective management of privatized Government-owned and leased facilities through respective contracts within two geographic areas of the province.

30 EXECUTIVE DIRECTOR, TECHNICAL RESOURCES DIVISION - Responsible for the provision of professional and technical expertise for the evaluation and maintenance of Government facilities and the provision of specialized scientific and engineering services to the Department.

31 DIRECTOR, ELECTRICAL ENGINEERING BRANCH - Responsible for the electrical engineering aspects of projects developed and maintained by the Department.

32 DIRECTOR, BUILDING ENVELOPE BRANCH - Responsible for setting departmental policy and standards in the building sciences for provincial facilities; evaluates and tests proposed construction systems, and provides advice and guidance to consultants for all facilities.

33 DIRECTOR, MECHANICAL ENGINEERING BRANCH - Responsible for the mechanical engineering aspects of projects developed and maintained by the Department.

34 DIRECTOR, MAINTENANCE RESOURCES BRANCH - Responsible for priorizing and implementing major maintenance projects for all owned facilities.

35 DIRECTOR, ARCHITECTURAL RESOURCES BRANCH - Responsible for providing evaluation, database, architectural sciences, fire safety, acoustics and hazardous materials services to the Department.

36 DIRECTOR, STRUCTURAL ENGINEERING BRANCH - Responsible for supplying technical expertise in structural and geotechnical engineering to the Department.

37 EXECUTIVE DIRECTOR, RESERVOIR DEVELOPMENT DIVISION - Responsible for the planning, design and construction of approved reservoir projects including the Oldman River Dam.

38 DIRECTOR, OPERATIONAL SUPPORT BRANCH - Responsible for providing support services to the Property Management and Reservoir Development divisions, including security consulting, business information and specialty trades services.

39 ASSISTANT DEPUTY MINISTER, SUPPLY MANAGEMENT - Responsible for the provision of a wide variety of materials and service management programs to Government departments throughout the province.

40 DIRECTOR, AIR TRANSPORTATION SERVICES BRANCH - Responsible for providing various air travel services on Government-owned and chartered aircraft.

41 MANAGER, ADMINISTRATIVE SUPPORT SERVICES - Responsible for providing administrative and financial support services to Supply Management's operating branches and coordinating such services with the Department's central administration; provides some research and analytical services to Supply Management's operating branches.

42 MANAGER, STANDARDS AND TECHNICAL SERVICES - Responsible for provision of Government-wide standards services, with emphasis on procurement standards.

43 EXECUTIVE DIRECTOR, PROCUREMENT DIVISION - Responsible for the development of procurement strategies and the management and administrative control of operating branches within the Procurement Division.

44 DIRECTOR, PURCHASING BRANCH - Responsible for development of central purchasing practices and management of purchasing services for all Government departments.

45 DIRECTOR, WAREHOUSING AND DISTRIBUTION BRANCH - Responsible for the centralized warehousing, inventory management and distribution of common use items to all Government departments and the management of short-term storage facilities.

46 DIRECTOR, CONTRACTED SERVICES BRANCH - Responsible for acquisition of electronic data processing, telecommunications and word processing equipment and related consulting services; provides guidance on preparation of general service contracts.

47 MANAGER OF PURCHASING, SOUTHERN REGION - Responsible for provision of purchasing services in Calgary and southern Alberta and for ensuring that the procurement strategies reflect the needs of southern Alberta clients.

48 EXECUTIVE DIRECTOR, SUPPLY OPERATIONS DIVISION - Responsible for program development and coordination, as well as the management and administrative control of operating branches within the Supply Operations Division.

49 DIRECTOR, PRINTING SERVICES BRANCH - Responsible for provision of integrated copying, duplicating and printing services to all Government departments through the Central Duplicating Plant and Quick Print centres; provides consultative advice on printing and copying needs.

50 DIRECTOR, EQUIPMENT, COURIER AND SURPLUS BRANCH - Responsible for provision of vehicle leasing and maintenance, mail delivery and asset disposal services to all Government departments throughout the province.

51 DIRECTOR, RECORDS MANAGEMENT BRANCH – Responsible for managing the Government's centralized records storage facilities (for paper, microfilm, and computer tapes) and for orderly disposal of records; provides policy direction, information and training on records management to all departments.

52 ASSISTANT DEPUTY MINISTER, CAPITAL DEVELOPMENT – Responsible for the planning, design and construction of Government-owned buildings for assigned departments, boards and agencies.

53 SENIOR DIRECTOR, SITE DEVELOPMENT DIVISION – Responsible for the site services and landscape component of buildings.

54 DIRECTOR, MUNICIPAL DEVELOPMENT BRANCH – Responsible for the development of municipal systems to accommodate all departmental properties.

55 DIRECTOR, SITE SERVICES AND RECORDS BRANCH – Responsible for site services work in northern Alberta and negotiations with municipal authorities; develops and maintains a site plan inventory on all departmental properties.

56 DIRECTOR, SITE DEVELOPMENT BRANCH, CALGARY – Responsible for site services work in southern Alberta and negotiations with municipal authorities.

57 DIRECTOR, LANDSCAPE DEVELOPMENT BRANCH – Responsible for the program of landscape development to complement all building projects.

58 EXECUTIVE DIRECTOR, CONSTRUCTION DIVISION – Responsible for directing the capital construction program from tender award through to warranty year-end.

59 REGIONAL DIRECTOR (CENTRAL) – Responsible for administering the construction program from the North Saskatchewan River to, and including, Red Deer.

60 REGIONAL DIRECTOR (NORTHERN) – Responsible for administering the construction program from the Northwest Territories/Alberta border to the North Saskatchewan River.

61 REGIONAL DIRECTOR (SOUTHERN) – Responsible for administering the construction program from south of Red Deer to the Alberta/United States border.

62 DIRECTOR, COST CONTROL AND ANALYSIS DIVISION – Responsible for the overall integration and functional supervision of cost planning and control and value engineering techniques in the development of capital construction.

63 COST MANAGERS – Responsible for performing cost management functions and providing consultative services on all capital construction projects from inception.

64 OPERATIONS MANAGER – Responsible for the operation and maintenance of the Division's automated data support systems on construction costs, statistical information, forecasts and reports; manages and coordinates administration services and select and quotation tendering.

65 EXECUTIVE DIRECTORS, PROJECT MANAGEMENT DIVISION – Responsible for the administration and project management for all assigned capital projects.

66 REGIONAL DIRECTOR, CALGARY – Responsible for the operation of the Calgary office, coordination and management of all approved capital projects for the southern Alberta region.

67 DIRECTOR, SPECIFICATIONS AND STANDARDS BRANCH – Responsible for construction specifications and related policies and procedures, including the departmental master specification system.

68 DEVELOPMENT MANAGERS – Responsible for budget preparation, planning, coordination and management of all approval capital projects.

69 DIRECTOR, COMMISSIONING BRANCH – Responsible for the management of the commissioning process for all capital projects.

70 MANAGER, FURNITURE AND INTERIOR DESIGN BRANCH – Responsible for interior design, furniture and equipment program for all capital projects.

71 ASSISTANT DEPUTY MINISTER, ACCOMMODATION SERVICES – Responsible for the overall coordination and direction of the Realty, Accommodation Planning, and Telecommunications divisions.

72 EXECUTIVE DIRECTOR, ACCOMMODATION PLANNING DIVISION – Responsible for the planning and allocation of accommodation and the development of tenant improvements in leased and owned office space.

73 DIRECTOR, CONSTRUCTION MANAGEMENT BRANCH – Responsible for the management of construction of tenant improvement projects including tendering, supervising construction, and arranging for move-in, furniture delivery and telephones.

74 DIRECTOR, PLANNING BRANCH – Responsible for long and short-term planning of Government office and warehouse space.

75 DIRECTOR, PROJECT MANAGEMENT BRANCH – Responsible for managing costs, scope and schedules for all approved accommodation projects from design to client move-in.

76 DIRECTOR, DESIGN STANDARDS AND FURNITURE BRANCH – Responsible for the design and acquisition of furniture for general purpose office and warehouse space and for the maintenance of design standards and provision of in-house design services.

77 EXECUTIVE DIRECTOR, REALTY DIVISION – Responsible for administration of realty services including the leasing, acquisition and disposal of real property, verification and administration of grants-in-lieu of taxes to Alberta cities and municipalities and the administration of Crown-owned Restricted Development Area properties.

78 DIRECTOR, LAND ACQUISITION BRANCH – Responsible for acquisition of sites for Government purposes and Government-sponsored groups and for disposal of surplus properties.

79 DIRECTOR, LEASING BRANCH – Responsible for negotiation of all Alberta Government requirements for leased office, warehouse and parking space and for providing leasing resource services to Government-sponsored agencies, as requested.

80 DIRECTOR, LAND PLANNING AND MANAGEMENT BRANCH – Responsible for the corporate planning function related to the acquisition of properties for Government departments, initiation of the acquisition process, and the administration of Crown-owned Restricted Development Area properties.

81 EXECUTIVE DIRECTOR, TELECOMMUNICATIONS DIVISION – Responsible for the planning, servicing and coordination of all telecommunications requirements for Government departments.

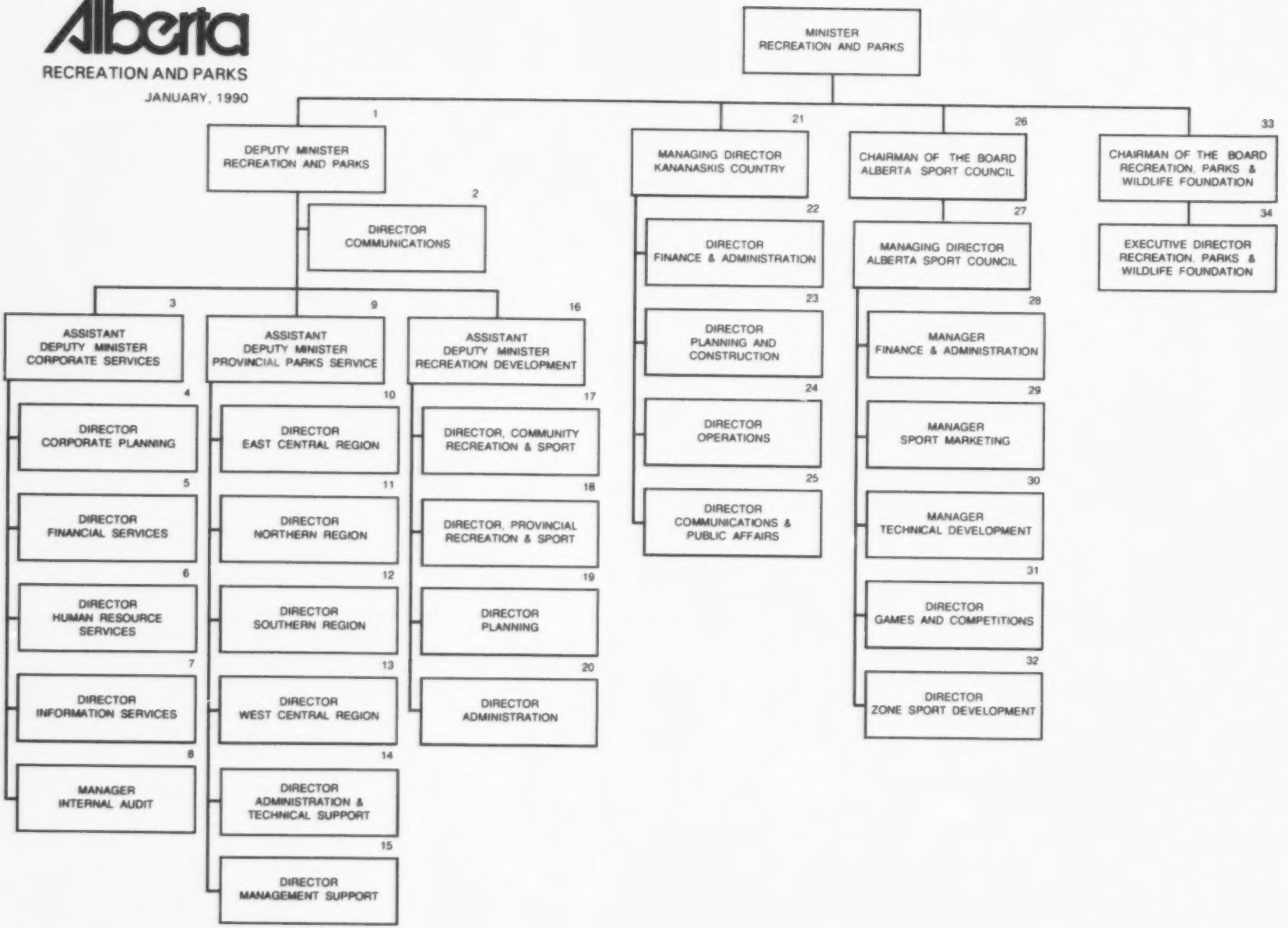
82 DIRECTOR, TELECOMMUNICATION SERVICES BRANCH – Responsible for determining the telecommunications needs of departments and ensuring the timely delivery of equipment and facilities at the lowest possible costs.

83 DIRECTOR, NETWORK MANAGEMENT BRANCH – Responsible for the planning and ongoing management of the Alberta Government's province-wide shared telecommunications networks, including mobile radio communications services.

Alberta

RECREATION AND PARKS

JANUARY, 1990



DEPARTMENT OF RECREATION AND PARKS

FUNCTIONAL STATEMENTS – JANUARY, 1990

1 DEPUTY MINISTER – Administers, coordinates and controls departmental functions including recreation services and provincial parks design, implementation and operations; provides advice to the Minister on policies and programs.

2 DIRECTOR, COMMUNICATIONS – Responsible for a broad range of public communications and information functions for the Department.

3 ASSISTANT DEPUTY MINISTER, CORPORATE SERVICES – Responsible for the development and management of services in support of strategic planning and for management of the Department's financial, human resources and information services.

4 DIRECTOR, CORPORATE PLANNING – Responsible for the provision of support to senior management in strategic planning related to policy, program and resource management; coordinates the Department's annual budget, and reports and analyses expenditures.

5 DIRECTOR, FINANCIAL SERVICES – Responsible for the design, implementation and monitoring of departmental financial systems as well as for pre-audit, processing and accounting of disbursements and revenue, insurance, securities, trusts and assets, and the pay and benefit programs; manages the departmental records program.

6 DIRECTOR, HUMAN RESOURCE SERVICES – Responsible for the provision of support services in the areas of human resource planning, staff development and training, and redeployment; implements government-wide programs related to classification, recruitment and selection, employee relations, management and employee performance appraisal, and occupational health and safety.

7 DIRECTOR, INFORMATION SERVICES – Responsible for the planning, development, implementation and monitoring of electronic data processing and office automation systems.

8 MANAGER, INTERNAL AUDIT – Responsible for the planning and implementation of the Department's internal audit program which ensures compliance with financial legislation, regulations, policies and procedures.

9 ASSISTANT DEPUTY MINISTER, PROVINCIAL PARKS SERVICE – Responsible for the development and management of a system of ecological reserves, wilderness areas, provincial parks and recreation areas, which ensures quality outdoor recreation opportunities, facilities and services for the people of Alberta; ensures that the system is appropriately coordinated with other involved agencies and the private sector.

10 DIRECTOR, EAST CENTRAL REGION – Responsible for the operations management, coordination and delivery of recreation and conservation services and products in the provincial parks system of east-central Alberta.

11 DIRECTOR, NORTHERN REGION – Responsible for the operations management, coordination and delivery of recreation and conservation services and products in the provincial parks system of northern Alberta.

12 DIRECTOR, SOUTHERN REGION – Responsible for the operations management, coordination and delivery of recreation and conservation services and products in the provincial parks system of southern Alberta.

13 DIRECTOR, WEST CENTRAL REGION – Responsible for the operations management, coordination and delivery of recreation and conservation services and products in the provincial parks system of west-central Alberta.

14 DIRECTOR, ADMINISTRATION AND TECHNICAL SUPPORT – Responsible for the provision of general administrative services to the Division including records management, procurement and specification research, vehicle coordination, equipment inventories, computer systems, and contracts and accounting support; provides sign services as well as technical services in support of the provincial parks system.

15 DIRECTOR, MANAGEMENT SUPPORT – Responsible for long-range, systems, and program planning as well as development of budget strategies, legislation and strategic policy for the provincial parks system; provides interdepartmental planning, coordination and liaison on system-wide issues; develops, monitors and evaluates divisional program and operational policies, standards and procedures; administers land acquisitions, transfers, coordination of land use referrals, and development of disposition standards.

16 ASSISTANT DEPUTY MINISTER, RECREATION DEVELOPMENT – Responsible for the design and management of financial assistance, consultation, information and training programs to encourage and support initiatives by local governments, recreation boards, volunteer organizations, provincial associations and the private sector in developing recreational opportunities and facilities for Alberta communities and families.

17 DIRECTOR, COMMUNITY RECREATION AND SPORT – Supports the provision of a full spectrum of recreation and sport services at the community level by acting as a facilitator and enabler to the municipal system; works closely with municipal authorities and community associations in the development of programs and policies that will ensure self-sustaining community-based recreation systems; provides financial assistance, consultation, resource materials and workshops to local recreation boards, groups and organizations involved in recreation.

18 DIRECTOR, PROVINCIAL RECREATION AND SPORT – Supports the provision of a full spectrum of recreation and sport services at the provincial level by acting as a facilitator and enabler; works closely with provincial recreation and sport associations and agencies in the development of programs and policies that will ensure a self-sustaining provincial system; provides financial and consultative support to recognized associations; operates the Percy Page Centre and Blue Lake Provincial Training Centre; organizes Alberta's involvement in Canada, Western Canada and Arctic Games.

19 DIRECTOR, PLANNING – Responsible for the preparation of operational plans, the design and conduct of an ongoing research program, and the coordination and articulation of the systems requirements of the Recreation Development Division.

20 DIRECTOR, ADMINISTRATION – Responsible for the planning, management and implementation of the Division's general administrative and grant support services; administers budget development, budget expenditure, records management, supplies and services procurement, and accounting support.

21 MANAGING DIRECTOR, KANANASKIS COUNTRY – Administers, coordinates and controls Kananaskis Country functions including capital development, maintenance and operations of facilities, visitor services, contract management as well as financial,

administrative and communications services; acts as advisor to the Minister on policies, procedures, legislation and other such matters and is an officer of the Alpine Village Resort Association. The Managing Director's role includes that of Improvement District No. 5 Manager.

22 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for all budgets, administration, systems, contracts, policies and procedures, personnel and audit of private sector operations in Kananaskis Country; functions as the Director of Finance and Administration for Improvement District No. 5.

23 DIRECTOR, PLANNING AND CONSTRUCTION – Responsible for planning and design of all new and redeveloped facilities, as well as for major maintenance and redevelopment of existing facilities and construction of new facilities within Kananaskis Country; serves as development officer for Improvement District No. 5.

24 DIRECTOR, OPERATIONS – Responsible for the operation of facilities, visitor programs, resource management and emergency services which includes fire and ambulance protection for Kananaskis Country and Improvement District No. 5.

25 DIRECTOR, COMMUNICATIONS AND PUBLIC AFFAIRS – Responsible for public relations, advertising, marketing and the dissemination of information related to Kananaskis Country and Improvement District No. 5.

26 CHAIRMAN OF THE BOARD, ALBERTA SPORT COUNCIL – As the chief executive officer, directs the affairs of the Council and presides at meetings of the Board.

27 MANAGING DIRECTOR, ALBERTA SPORT COUNCIL – Responsible for the overall management of the Alberta Sport Council, the mandate of which is to promote the development of amateur sport in Alberta; coordinates and controls all line and staff functions within the Council; acts as Secretary to a volunteer Board of Directors.

28 MANAGER, FINANCE AND ADMINISTRATION – Provides financial, administrative and personnel services to the Council.

29 MANAGER, SPORT MARKETING – Manages all Alberta Sport Council marketing programs; assists with raising funds as well as the development and maintenance of an appropriate profile for the Council.

30 MANAGER, TECHNICAL DEVELOPMENT – Designs and manages the technical programs of the Alberta Sport Council including Sport Outreach, High Performance, and local sport development projects.

31 DIRECTOR, GAMES AND COMPETITIONS – Coordinates all aspects of the Alberta Games (summer and winter), Alberta Seniors Games, and Alberta Masters Games; provides leadership and support to host games societies.

32 DIRECTOR, ZONE SPORT DEVELOPMENT – Administers various zone-oriented programs (e.g. – Community Coaching Conferences, Zone Intersports, Zone Games, Zone Camps) which are designed to provide all Albertans and all regions of the province with equal participation opportunities; manages the operations of the Council's zone offices and supervises zone coordinators.

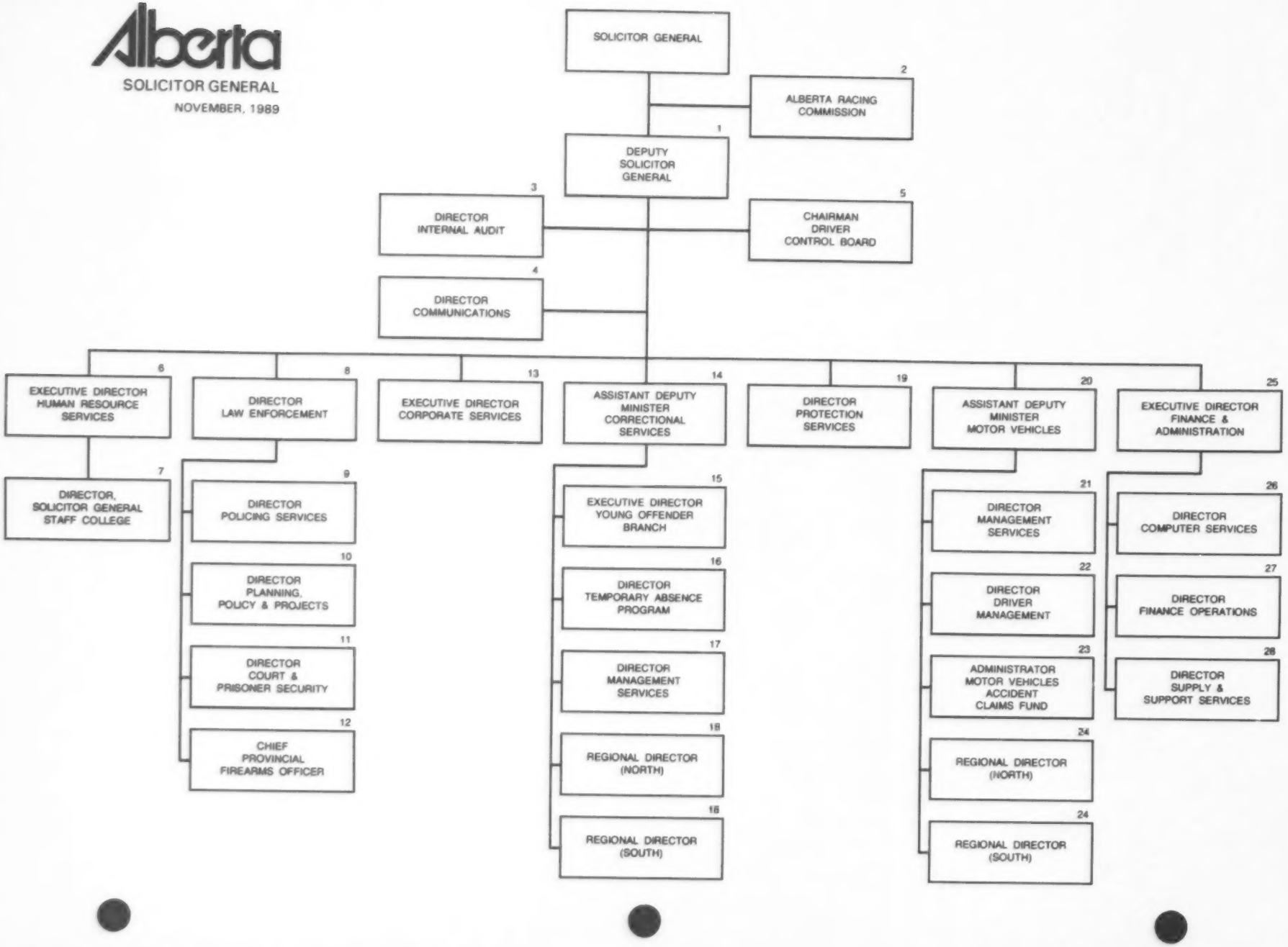
33 CHAIRMAN OF THE BOARD, RECREATION, PARKS AND WILDLIFE FOUNDATION – As the chief executive officer of the Foundation, takes an active role in the ongoing administration of the Foundation and presides at meetings of the Board of Directors as well as the Executive Committee.

34 EXECUTIVE DIRECTOR, RECREATION, PARKS AND WILDLIFE FOUNDATION – Administers the day-to-day business of the Foundation which includes the development of funding guidelines, public awareness programs and fund raising programs, the disbursement of granted funds, the maintenance of appropriate records, and the preparation of financial and administrative reports.

Alberta

SOLICITOR GENERAL

NOVEMBER, 1989



DEPARTMENT OF THE SOLICITOR GENERAL

FUNCTIONAL STATEMENTS – NOVEMBER, 1989

1 DEPUTY SOLICITOR GENERAL – Functions as the permanent administrative head of the Department, translating ministerial policy relating to correctional services, law enforcement and the registration of motor vehicles and drivers into plans and programs aimed at preserving public order, protecting the rights and liberties of all individuals and assisting individuals to reach their maximum potential.

2 ALBERTA RACING COMMISSION – Responsible for governing, directing, controlling, and regulating all forms of horse racing in the province, the major portion of the Commission's resources being utilized to supplement purses and encourage the breeding of better stock.

3 DIRECTOR, INTERNAL AUDIT – Responsible for reviewing departmental operations and advising on compliance with policies and procedures, primarily in the financial area; measures and evaluates the effectiveness of controls in place.

4 DIRECTOR, COMMUNICATIONS – Responsible for coordinating the Department's media relations, advertising, print materials, displays and communications planning services.

5 CHAIRMAN, DRIVER CONTROL BOARD – Reviews drivers' records based on recommendations from judges or the Assistant Deputy Minister, Motor Vehicles; may prescribe terms and conditions for the possession or suspension of an operator's licence and remedial education or treatment.

6 EXECUTIVE DIRECTOR, HUMAN RESOURCE SERVICES – Responsible for provision of comprehensive personnel programs within the Department; acts as a personnel consultant to the Deputy Minister and departmental managers in terms of policies and regulations.

7 DIRECTOR, SOLICITOR GENERAL STAFF COLLEGE – Responsible for the coordination and delivery of training programs for departmental staff and for the management of the residential training facility.

8 DIRECTOR, LAW ENFORCEMENT – Responsible for providing policy and program development to the Minister, the Deputy Minister, and senior police and municipal officials in the areas of crime prevention, standards of police service and police relations within the community, and for the coordination of departmental activities involving firearms control, private investigations and security guards.

9 DIRECTOR, POLICING SERVICES – Responsible for policing matters (operational and administrative) which reflect the policing services delivered by all peace officers in the province to the populations they serve.

10 DIRECTOR, PLANNING, POLICY AND PROJECTS – Responsible for directing the Division's research initiatives, preparing policy recommendations, and coordinating and managing the Law Enforcement Management Information System; identifies research and policy initiatives that will enhance the delivery of police services.

11 DIRECTOR, COURT AND PRISONER SECURITY – Responsible for the delivery of a province-wide prisoner escorting service; provides courtroom security and manages prisoner holding cells in Edmonton, Calgary, Lethbridge, Medicine Hat and Red Deer.

12 CHIEF PROVINCIAL FIREARMS OFFICER – Responsible for the administration, control, enforcement and coordination of the Gun Control Program.

13 EXECUTIVE DIRECTOR, CORPORATE SERVICES – Responsible for the coordination of policy initiatives and new program development with respect to matters that have interdivisional, interdepartmental or interjurisdictional implications; also coordinates the impaired driving program.

14 ASSISTANT DEPUTY MINISTER, CORRECTIONAL SERVICES – Responsible for the coordination, policy direction and administration of programs ensuring the care, custody, treatment and rehabilitation of adult and young offenders, both in custodial facilities and in the community.

15 EXECUTIVE DIRECTOR, YOUNG OFFENDER BRANCH – Responsible for program and policy development and the day-to-day administration of young offender correctional programs throughout the province.

16 DIRECTOR, TEMPORARY ABSENCE PROGRAM – Responsible for the coordination of the early release program for inmates from provincial correctional centres, including the approval of all temporary absences in excess of five days duration.

17 DIRECTOR, MANAGEMENT SERVICES – Responsible for the provision of management information and technical support to senior corrections officials and for assessing the program and planning needs within Correctional Services.

18 REGIONAL DIRECTORS (NORTH AND SOUTH) – Responsible for the day-to-day administration of all adult correctional programs within a geographical region of the province.

19 DIRECTOR, PROTECTION SERVICES – Responsible for the management of security in the Government Centre which includes the Legislature Building, surrounding buildings and grounds, and the personal security of the Premier.

20 ASSISTANT DEPUTY MINISTER, MOTOR VEHICLES – Responsible for the coordination, policy direction and administration of programs for the licensing of drivers and motor vehicles, regulating terms and conditions for the possession of an operator's licence.

21 DIRECTOR, MANAGEMENT SERVICES – Responsible for the management and coordination of policy and planning initiatives, research and program audits and standards; ensures that systems support is maintained for all computerized transactions for vehicle registrations and operators' licences.

22 DIRECTOR, DRIVER MANAGEMENT – Responsible for the management of the licence enforcement, driver education and driver assessment programs.

23 ADMINISTRATOR, MOTOR VEHICLES ACCIDENT CLAIMS FUND – Responsible for administering the Motor Vehicle Accident Claims Act on behalf of victims of uninsured drivers.

24 REGIONAL DIRECTORS (NORTH AND SOUTH) – Responsible for the operation of programs intended to ensure the proper application of legislation and the management of

data related to the licensing of motor vehicles and motor vehicle operators, and for the coordination of the vehicle and operator programs through a province-wide network of licensing and examining offices.

25 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION - Responsible for the delivery of fiscal planning, accounting and control of expenditures and revenues, purchasing procedures and related support services.

26 DIRECTOR, COMPUTER SERVICES - Responsible for the analysis, design, implementation and technical support of all departmental, operational and management information systems; acts as liaison between the Department and the Information Services Division of Public Works, Supply and Services.

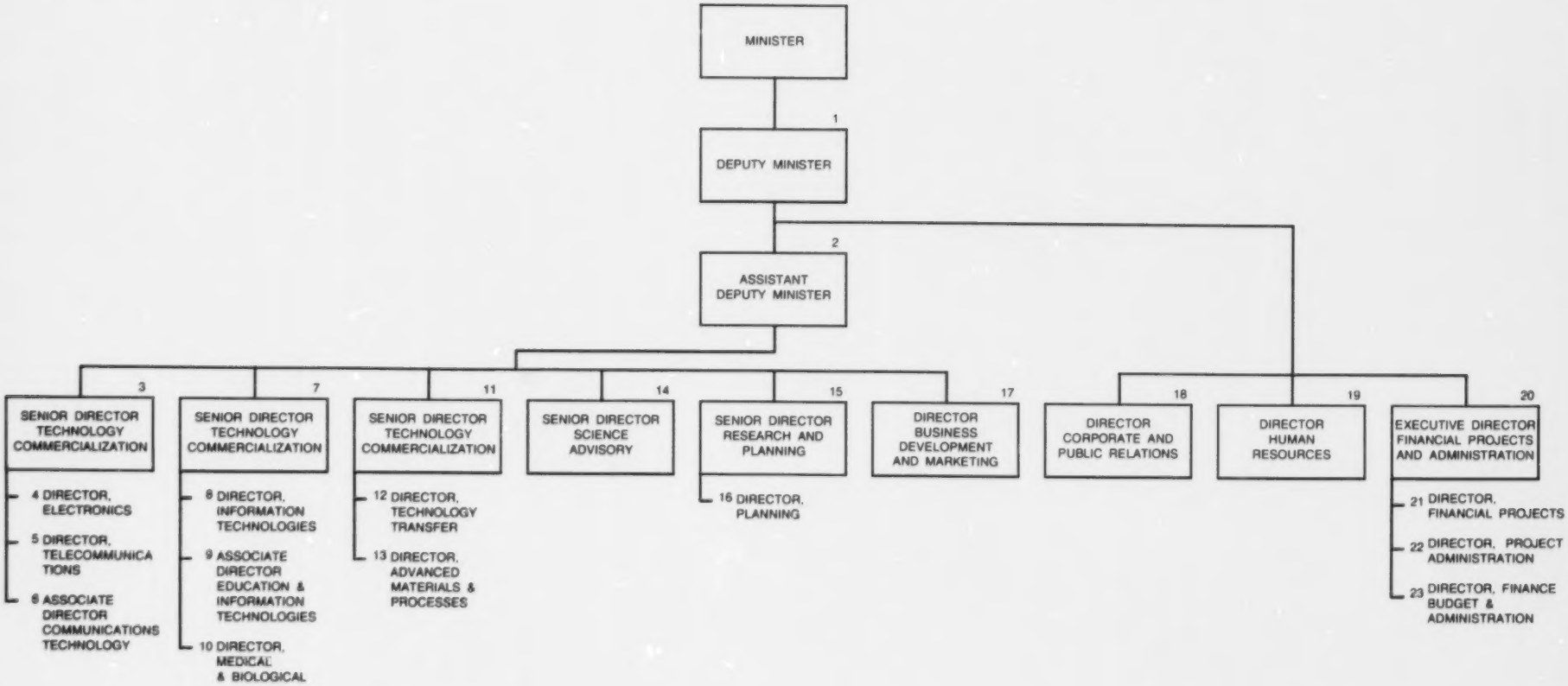
27 DIRECTOR, FINANCE OPERATIONS - Responsible for the management of the Department's revenue and disbursements, accounting procedures, and payroll and benefits operations.

28 DIRECTOR, SUPPLY AND SUPPORT SERVICES - Responsible for the acquisition of materials, equipment, supplies and services for the Department; coordinates the recording, compilation, maintenance and reporting of fixed assets and related inventory.

Alberta

TECHNOLOGY, RESEARCH & TELECOMMUNICATIONS

NOVEMBER, 1989



DEPARTMENT OF TECHNOLOGY, RESEARCH AND TELECOMMUNICATIONS

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 DEPUTY MINISTER - Responsible for the management and administration of the Department in order to carry out the Government's economic diversification programs and strategies through advanced technologies by encouraging research, development, commercialization and transfer of high technologies in the province, and to meet the Government's commitment to provide communication systems and information services to all Albertans.

2 ASSISTANT DEPUTY MINISTER - Responsible for technology commercialization and business development, the development of technology, science, research and telecommunication policies and programs, and the monitoring of research and development in the leading-edge technology industries.

3 SENIOR DIRECTOR, TECHNOLOGY COMMERCIALIZATION - Responsible for the implementation, administration and evaluation of the Government's economic diversification programs and strategies with specific responsibility for the development of new products and processes and the transfer of research and technology from Alberta's universities and institutes to the private sector. This position is concerned with technology commercialization in the areas of electronics, telecommunications and communications technologies.

4 DIRECTOR, ELECTRONICS - Responsible for assisting in the development of Alberta's electronics industry by developing policies and programs to assist in the diversification and growth of new technologies.

5 DIRECTOR, TELECOMMUNICATIONS - Responsible for assisting in the development of Alberta's telecommunications industry by developing policies and programs to assist in the diversification and growth of this key high tech industry.

6 ASSOCIATE DIRECTOR, COMMUNICATIONS TECHNOLOGY - Responsible for strategic planning, policy analysis, formulation of policy options and provision of professional advice to senior departmental management on issues affecting the development of the broadcasting and cable TV industry; administers science and technology exchange programs.

7 SENIOR DIRECTOR, TECHNOLOGY COMMERCIALIZATION - Responsible for the implementation, administration and evaluation of the Government's economic diversification programs and strategies with specific responsibility for the development of new products and processes and the transfer of research and technology from Alberta's universities and institutes to the private sector. This position is concerned with assisting technology commercialization in the areas of medical and biological sciences, information technologies, and medical devices.

8 DIRECTOR, INFORMATION TECHNOLOGIES - Responsible for assisting in the development of Alberta's computer and software industries including artificial intelligence, expert systems, software, peripherals, data processing, and associated components.

9 ASSOCIATE DIRECTOR, EDUCATION AND INFORMATION TECHNOLOGIES - Responsible for strategic planning, policy analysis, formulation of policy options and provision of professional advice to senior departmental management on educational broadcasting and cablecasting and on the development and application of new technologies in educational communications.

10 DIRECTOR, MEDICAL & BIOLOGICAL SCIENCES - Responsible for assisting in the development of Alberta's medical and biological sectors by identifying companies and key technologies which have growth potential.

11 SENIOR DIRECTOR, TECHNOLOGY COMMERCIALIZATION - Responsible for the implementation, administration and evaluation of the Government's economic diversification programs and strategies with specific responsibility for the development of new products and processes in the area of advanced materials and the transfer of research and technology from Alberta's universities and institutes to the private sector.

12 DIRECTOR, TECHNOLOGY TRANSFER - Responsible for commercializing inventions, technology knowledge, artistic creations and other forms of intellectual property generated by public institutions, companies and private individuals in Alberta.

13 DIRECTOR, ADVANCED MATERIALS AND PROCESSES - Responsible for helping Alberta's industry understand and apply advanced materials and processes including advanced polymers and composites, ceramics, and specialty metals.

14 SENIOR DIRECTOR, SCIENCE ADVISORY - Participates in technology and research policy negotiations and serves as a key resource to the Minister and senior departmental staff on a wide variety of leading edge technologies; assists in the scientific and technological assessment of projects funded by the Department.

15 SENIOR DIRECTOR, RESEARCH AND PLANNING - Directs, organizes and controls activities involving sectoral planning for advanced technology industries, trade, scientific exchanges, intellectual property, and contract research studies; responsible for the Individual Line Service Program and for planning, policy analysis and program development for the broadcasting, cable television and educational communication sectors.

16 DIRECTOR, PLANNING - Responsible for the analytical and planning functions which underlie program and policy development, including extensive macro-economic analysis and the formulation of long-term objectives and strategies for the Department.

17 DIRECTOR, BUSINESS DEVELOPMENT AND MARKETING - Responsible for participation in trade fairs and expositions to identify opportunities and actively seek foreign investment in Alberta; performs feasibility studies to determine new investment areas and conducts missions to assist Albertans in seeking new technologies.

18 DIRECTOR, CORPORATE AND PUBLIC RELATIONS - Responsible for the organization and development of programs for audiences in the private and public sectors, including information dissemination, advertising, public relations and media relations.

19 DIRECTOR, HUMAN RESOURCES - Responsible for the organization and administration of the personnel program and for providing consultant services to departmental managers and staff on personnel regulations and policies.

20 EXECUTIVE DIRECTOR, FINANCIAL PROJECTS AND ADMINISTRATION - Responsible for directing the financial evaluation of funding requests and investment proposals and for monitoring existing financing projects to ensure that funding and project

performance criteria are met; manages the Department's accounting and financial reporting, financial management, and office automation systems.

21 DIRECTOR, FINANCIAL PROJECTS – Responsible for evaluating funding requests and investment proposals and for monitoring financial projects to ensure compliance with legal funding agreements; provides professional advice to the Department and the Minister on matters relating to the funding strategy for high technology initiatives.

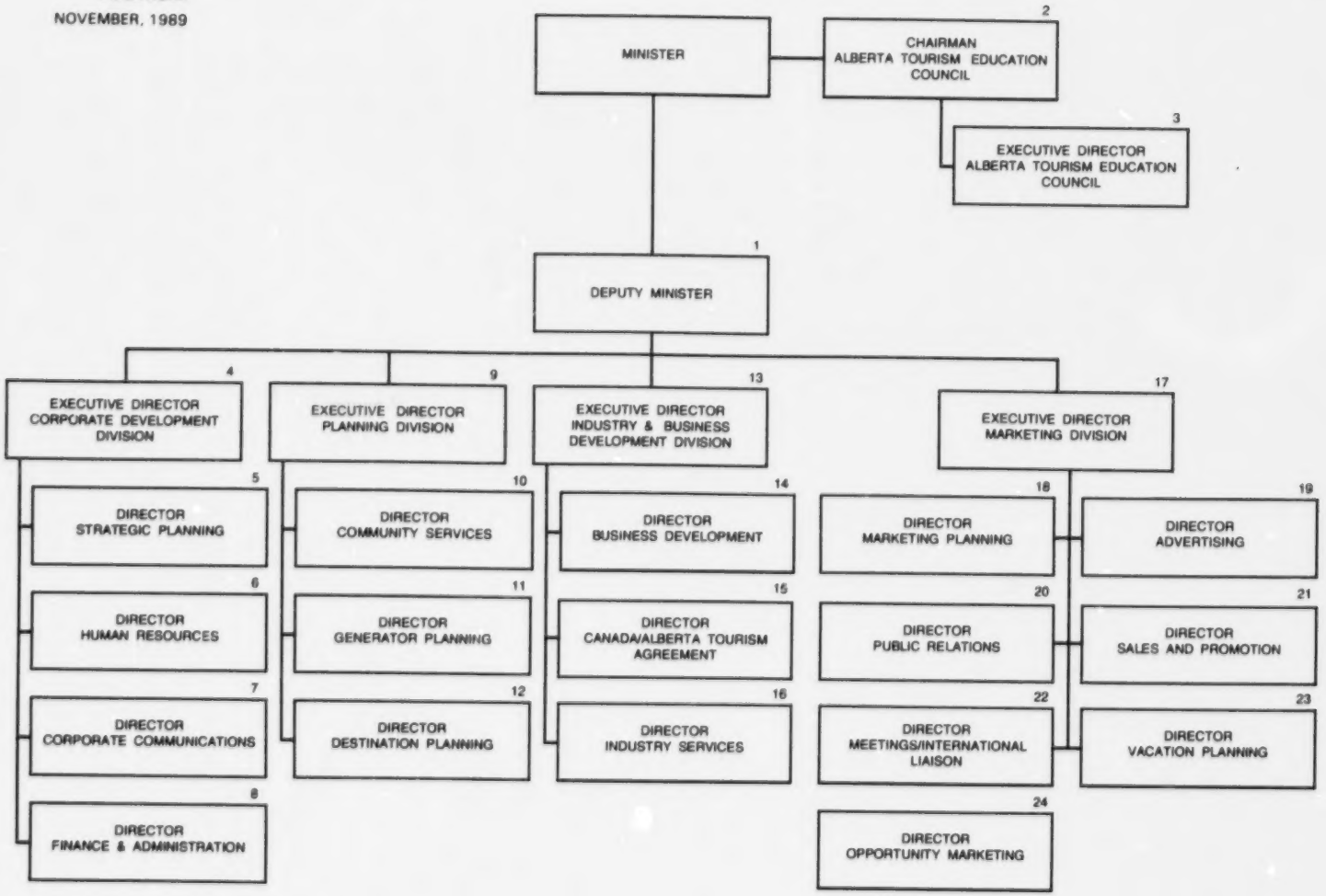
22 DIRECTOR, PROJECT ADMINISTRATION – Responsible for the analysis and assessment of project funding applications and for the provision of financial advice and co-ordination of legal advice required in the preparation of recommendations to the Minister and Cabinet; responsible for negotiation of detailed terms and conditions, finalization of contract agreements, and implementation and financial monitoring of the approved project portfolio.

23 DIRECTOR, FINANCE, BUDGET AND ADMINISTRATION – Responsible for the co-ordination and effective implementation of all financial and accounting programs including the administration of fixed assets within the Department; prepares the annual departmental budget submission.

Alberta

TOURISM

NOVEMBER, 1989



1 DEPUTY MINISTER – Administers, coordinates and controls the departmental functions fostering the growth and viability of the tourism sector of the Alberta economy.

2 CHAIRMAN, ALBERTA TOURISM EDUCATION COUNCIL – Directs and controls the operations of the Council which exists to stimulate and integrate the resources of industry, government and education to meet the education and training needs of Alberta's tourism industry. By developing a motivated and professional tourism labour force, the Council will generate an enhanced hospitality image for Alberta.

3 EXECUTIVE DIRECTOR, ALBERTA TOURISM EDUCATION COUNCIL – Responsible for the creation of a province-wide system of certification that will highlight career paths for current and prospective employees in Alberta's tourism/hospitality industry. This involves the development of competency based standards and criterion referenced examinations for a broad spectrum of tourism occupations.

4 EXECUTIVE DIRECTOR, CORPORATE DEVELOPMENT – Provides a strategic focus and corporate framework enabling Alberta's tourism industry to plan for economic growth; responsible for the overall planning, direction and coordination of Department financial, administrative, personnel, legal systems, library and communications services.

5 DIRECTOR, STRATEGIC PLANNING – Responsible for development and administration of a Department-wide strategic planning process; assumes the lead role in developing and coordinating corporate strategy, policy review and development, economic forecasting and analysis, tourism research, and program evaluation.

6 DIRECTOR, HUMAN RESOURCES – Responsible for the provision of comprehensive personnel services including staffing, position classification, staff development, employee relations, occupational health and safety, pay and benefits; facilitates conformance with personnel legislation, policies, procedures, regulations and collective agreements.

7 DIRECTOR, CORPORATE COMMUNICATIONS – Develops a corporate communication policy and coordinates its delivery; responsible for the distribution of information on the Department's objectives and programs to employees, the tourism industry, the media and the general public.

8 DIRECTOR, FINANCE AND ADMINISTRATION – Manages the Department's financial, information systems and administrative support services.

9 EXECUTIVE DIRECTOR, PLANNING DIVISION – Identifies and assesses international, national, regional and community-based tourism opportunities; provides the necessary background planning for regional tourism developments and tourist facility development and enhancement.

10 DIRECTOR, COMMUNITY SERVICES – Assists communities throughout Alberta to develop Community Tourism Action Plans in order to obtain maximum penetration of their present and potential tourism markets.

11 DIRECTOR, GENERATOR PLANNING – Coordinates the identification, planning and implementation of nationally and internationally competitive tourism facilities and attractions.

12 DIRECTOR, DESTINATION PLANNING – Provides the necessary background planning for regional tourism developments and tourist facility development and enhancement.

13 EXECUTIVE DIRECTOR, INDUSTRY AND BUSINESS DEVELOPMENT – Responsible for fostering the development of a profitable tourism industry by offering counselling, sourcing investment, and strengthening industry professionalism, self-reliance and maturity.

14 DIRECTOR, BUSINESS DEVELOPMENT – Responsible for expanding private sector investment and encouraging the growth and diversification of business enterprise within Alberta's tourism industry.

15 DIRECTOR, CANADA/ALBERTA TOURISM AGREEMENT – Responsible for implementing the jointly funded program to enhance Alberta's status as a major year-round Canadian and international tourism destination through financial stimulation of private sector initiatives in the areas of tourism development, marketing, training and research.

16 DIRECTOR, INDUSTRY SERVICES – Responsible for stimulating industry excellence in product and services delivery and maintaining a dedication within the industry to professional business practice.

17 EXECUTIVE DIRECTOR, MARKETING DIVISION – Responsible for the development and implementation of an integrated tourism marketing strategy for Alberta; seeks to achieve innovative positioning of the provincial industry and its products in the global marketplace.

18 DIRECTOR, MARKETING PLANNING – Incorporates market analysis, customer profiles, global trends, government policy and industry input in the development of short and long-term marketing strategies; identifies the scope, partners and direction of major joint marketing accords that will complement the overall marketing strategy.

19 DIRECTOR, ADVERTISING – Develops and executes consumer and trade advertising as well as direct marketing programs for the regional, North American and international markets.

20 DIRECTOR, PUBLIC RELATIONS – Responsible for the development, production and management of all literature, audio-visual materials, display and other support materials for the Marketing Division; manages a major media relations program, including a media centre in Seattle and special events marketing.

21 DIRECTOR, SALES AND PROMOTION – Manages activities with Alberta's tourism industry to undertake sales-driven promotional activities in key markets.

22 DIRECTOR, MEETINGS/INTERNATIONAL LIAISON – Cooperates with Alberta's tourism industry in planning, developing and implementing an integrated meetings marketing plan to increase revenue to Alberta from the association, corporate and incentive travel markets.

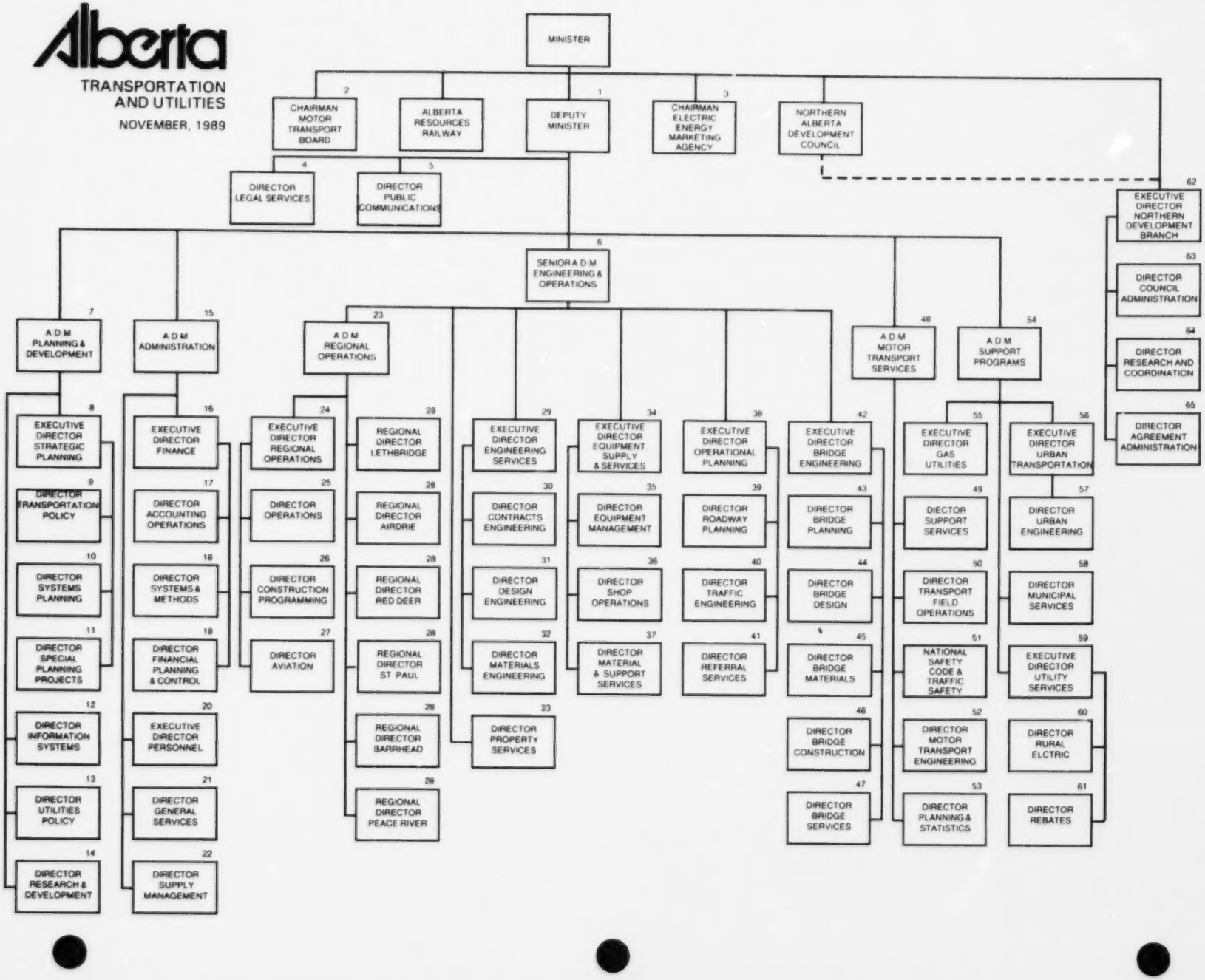
23 DIRECTOR, VACATION PLANNING – Seeks to enhance economic returns by influencing visitors to increase the lengths of their stays and the numbers of destinations visited and to maximize shoulder and low season travel through the provision of pretrip and on site vacation planning information.

24 DIRECTOR, OPPORTUNITY MARKETING – Identifies and develops joint ventures or promotions through linkages with corporations or major events.

Alberta

TRANSPORTATION AND UTILITIES

NOVEMBER, 1989



1 DEPUTY MINISTER – Manages the Department to ensure the timely development and maintenance of transportation policies, facilities and services, appropriate to the needs of Albertans for the safe and efficient movement of people and products, and the economic and social development of the province; plans, directs, organizes, controls and evaluates the activities of the transportation and utilities segments; recommends policy and legislative changes, and coordinates departmental functions with related agencies and departments.

2 CHAIRMAN, MOTOR TRANSPORT BOARD – Responsible for managing the regulatory system governing intra and extra-provincial transportation within the framework of the Alberta and Federal Motor Transport Acts in the public interest.

3 CHAIRMAN, ELECTRIC ENERGY MARKETING AGENCY – Plans, directs, organizes, controls and evaluates the activities of the Agency; recommends policy and legislative changes; liaises with departments and related industries in carrying out the Agency's legislative mandate, and is an observing member of the Electric Utility Planning Council.

4 DIRECTOR, LEGAL SERVICES – Provides legal advice and support to the Department including representation on expropriations, preparation of agreements and assistance in the development of legislation.

5 DIRECTOR, PUBLIC COMMUNICATIONS – Responsible for analyzing the Department's public communications needs and providing public relations counsel and communications services to meet those needs.

6 SENIOR ASSISTANT DEPUTY MINISTER, ENGINEERING AND OPERATIONS – Responsible for senior direction, policy formulation and coordination of the engineering, operational planning, property acquisition, contracting, internal equipment support services, and regional delivery and operation of the provincial roadway, bridge and airport programs, including program development, budget development and control.

7 ASSISTANT DEPUTY MINISTER, PLANNING AND DEVELOPMENT – Provides leadership for the development of departmental policies and programs, strategic plans, and long-range plans for an integrated multi-modal Alberta transportation system; directs the application of information systems and new technologies in Department operations.

8 EXECUTIVE DIRECTOR, STRATEGIC PLANNING – Directs the development of recommendations for transportation policies, program and system initiatives to meet government policy and departmental objectives; also develops departmental strategic plans and long-range system plans.

9 DIRECTOR, TRANSPORTATION POLICY – Provides management, coordination and analytical expertise for the development of recommendations for transportation policies, program policies and program evaluations, and for the monitoring of external trends and development of departmental strategic plans.

10 DIRECTOR, SYSTEMS PLANNING – Provides management, coordination and system planning expertise for the development of recommendations for transportation systems initiatives; undertakes local, regional and province-wide transportation systems studies and plans.

11 DIRECTOR, SPECIAL PLANNING PROJECTS – Provides project management, coordination and analytical expertise for major planning initiatives requiring Department-wide action.

12 DIRECTOR, INFORMATION SYSTEMS – Plans and directs the application of EDP systems and hardware to meet departmental information needs; directs the development and implementation of information systems standards for application throughout the Department.

13 DIRECTOR, UTILITIES POLICY – Provides direction, coordination and analytical expertise for the development of recommendations for utilities' policies affecting the regulatory framework and evolution of the utilities sector, and for program initiatives to implement those policies.

14 DIRECTOR, RESEARCH AND DEVELOPMENT – Directs the development of long-term and annual plans for internal, external and cooperative research projects; directs the implementation of the annual research program.

15 ASSISTANT DEPUTY MINISTER, ADMINISTRATION – Responsible for the provision of senior direction and coordination of support services including financial, personnel and departmental services, and supply management activities.

16 EXECUTIVE DIRECTOR, FINANCIAL SERVICES – Responsible for prescribing financial policies and procedures, for implementing and ensuring effective operation of financial systems, for departmental financial planning and budgeting, and for the provision of financial management information.

17 DIRECTOR, ACCOUNTING OPERATIONS – Responsible for the direction and management of departmental accounting operations.

18 DIRECTOR, SYSTEMS AND METHODS – Responsible for the development and establishment of departmental financial policies, systems and methods.

19 DIRECTOR, FINANCIAL PLANNING AND CONTROL – Responsible for preparation of the annual budget for the Department and managing the financial control function.

20 EXECUTIVE DIRECTOR, PERSONNEL – Responsible for the provision of advice and service in the following areas: wage, salary and benefits administration; recruitment and selection; position classification; employee relations; occupational health and safety; human resource planning; organizational design; and training programs.

21 DIRECTOR, GENERAL SERVICES – Responsible for: the development and provision of departmental support services; records management advice and services; library services; facilities planning services; and insurance claims management services.

22 DIRECTOR, SUPPLY MANAGEMENT – Responsible for the development and establishment of departmental purchasing and inventory management standards, procedures and processes.

23 ASSISTANT DEPUTY MINISTER, REGIONAL OPERATIONS - Provides senior direction in all aspects of construction programming and operations, budget/program preparation, financial control, and information preparation; responsible for operation and maintenance of the provincial highway system, airports, campsites, ferries, and improvement district road networks; provides input and direction for short and long-range planning.

24 EXECUTIVE DIRECTOR, REGIONAL OPERATIONS - Responsible for the planning, coordination and management of the delivery of all the departmental programs, primaries, secondaries, airports, and the maintenance of these facilities.

25 DIRECTOR, OPERATIONS - Responsible for establishing maintenance standards, and coordinating maintenance programs; ensures equitable distribution of maintenance funds to the regions; provides guidance to regional staff on operational problems, policy direction and interpretation; responsible for the provincial skid resistance program, traffic safety installations, and seeding programs; oversees operations of campgrounds, rest areas, and ferries.

26 DIRECTOR, CONSTRUCTION PROGRAMMING - Directs the development, scheduling, preparation, and management of the Department's annual capital construction programs, and information services related to those programs.

27 DIRECTOR, AVIATION - Responsible for overall management of the Alberta Airport Development Program and establishment of maintenance standards for provincial airport facilities; maintains liaison with other levels of government respecting aviation matters and provides aviation expertise for information requirements within and outside of the Department.

28 REGIONAL DIRECTORS - As the senior departmental representatives within the six geographic regions, are responsible for delivery of all transportation programs; serve as the prime contacts with the public, municipal governments, private industry and other government agencies in the regions.

29 EXECUTIVE DIRECTOR, ENGINEERING SERVICES - Responsible for providing coordinated engineering standards and services for all departmental programs in the areas of contracts, design and materials.

30 DIRECTOR, CONTRACTS ENGINEERING - Responsible for providing departmental standards and services relating to construction specifications, engineering standards, contract tendering and administration, contract claims administration, materials acquisition, engineering consultant services, and environmental coordination for all roadway and airport construction programs.

31 DIRECTOR, DESIGN ENGINEERING - Responsible for providing departmental standards and services relating to geometric and earthwork design, and utility relocation coordination for all roadway and airport construction programs; also provides railway crossing agreement, high load corridor, primary highway designation, and vehicles inspection station coordination services.

32 DIRECTOR, MATERIALS ENGINEERING - Responsible for providing departmental standards and services relating to geotechnical engineering, materials testing and construction quality control, aggregates supply and management, and pavement design, inventory and evaluation for all roadway and airport construction programs.

33 DIRECTOR, PROPERTY SERVICES - Responsible for the monitoring and approval of right of way purchase agreements and payments, initiation of expropriation procedures, managing land inventory, administering municipal road closure legislated requirements, and providing legal survey services for departmental programs.

34 EXECUTIVE DIRECTOR, EQUIPMENT SUPPLY AND SERVICES - Provides equipment fleet, material supply and logistical support to the Department through the Revolving Fund enterprises by directing the design, specification, procurement, custody, maintenance, distribution and disposal of fleet assets and materials including fuel and signage; delivers an apprenticeship training program and provides custom manufacturing services.

35 DIRECTOR, EQUIPMENT MANAGEMENT - Responsible for the engineering design, specification, procurement, modification, maintenance planning, inventorying, distribution, replacement, disposal and rental cost recovery of the 6000 unit equipment fleet through the Transportation Revolving Fund "Fleet" enterprise.

36 DIRECTOR, SHOP OPERATIONS - Responsible for the servicing and repair of the equipment fleet through the Department's 28 decentralized repair shops and private sector support; provides custodial and distribution services for materials; provides custom manufacturing including highway signage; manages the apprenticeship training program.

37 DIRECTOR, MATERIALS AND SUPPORT SERVICES - Responsible for acquiring, controlling and distributing construction and maintenance materials for program branches plus parts and components for repair shops through the Transportation Revolving Fund "Stores" enterprise; provides centralized systems support, payroll and policy administration, budgeting, accounts payable, and records management for the Branch.

38 EXECUTIVE DIRECTOR, OPERATIONAL PLANNING - Responsible for coordinating policy formulation and direction of the physical planning of the provincial transportation network.

39 DIRECTOR, ROADWAY PLANNING - Responsible for location studies and functional design for proposed highways in the province.

40 DIRECTOR, TRAFFIC ENGINEERING - Responsible for providing traffic-related policies and engineering recommendations with respect to transportation infrastructure planning, design and operation.

41 DIRECTOR, REFERRAL SERVICES - Responsible for coordinating emerging, existing or proposed roadway infrastructure with existing and proposed land-use planning.

42 EXECUTIVE DIRECTOR, BRIDGE ENGINEERING - Responsible for the standards, direction and performance of the Department's bridge engineering and for planning and delivery of the major bridge construction and maintenance programs.

43 DIRECTOR, BRIDGE PLANNING - Responsible for the planning, programming, preliminary engineering analysis, designs and drawings for the Department's bridge program.

44 DIRECTOR, BRIDGE DESIGN - Provides structural analyses, designs and drawings for the ongoing needs of the Department's bridge program, as well as for other structural matters referred to the Section.

45 DIRECTOR, BRIDGE MATERIALS - Provides through research, specification, requisition and quality control, the appropriate application and supply of all material required for new construction and maintenance projects.

46 DIRECTOR, BRIDGE CONSTRUCTION - Develops, coordinates and implements the Department's bridge program by contract.

47 DIRECTOR, BRIDGE SERVICES - Responsible for bridge inspection and maintenance functions, as well as the culvert maintenance program.

48 ASSISTANT DEPUTY MINISTER, MOTOR TRANSPORT SERVICES - Responsible for safety programs related to motor vehicle operator and pedestrian traffic, weights and dimensions, operating authority compliance, and safety research; provides administrative support to the Motor Transport Board.

49 DIRECTOR, SUPPORT SERVICES - Provides full administrative and support services to the Motor Transport Services Division and the Motor Transport Board.

50 DIRECTOR, TRANSPORT FIELD OPERATIONS - Responsible for managing the field control of the movement of people and goods by motor transport in the province.

51 DIRECTOR, NATIONAL SAFETY CODE AND TRAFFIC SAFETY - Responsible for development and delivery of educational, informational and engineering programs to promote traffic safety.

52 DIRECTOR, TRANSPORT ENGINEERING - Manages the movement of goods and services from a weight and dimensional point-of-view.

53 DIRECTOR, PLANNING AND STATISTICS - Facilitates effective decision-making and leadership at the divisional level through the provision of planning, business analysis and statistical services.

54 ASSISTANT DEPUTY MINISTER, SUPPORT PROGRAMS - Plans, develops, controls and directs the implementation of a wide range of provincial policies and programs relating to the engineering, financial and operational aspects of municipal infrastructure, and rural and private utilities in the gas, electric, and water and sewage fields.

55 EXECUTIVE DIRECTOR, GAS UTILITIES - Directs and controls activities affecting all aspects of the gas utility industry; controls the Department's extensive involvement and participation in the technical, financial, regulatory and administrative aspects of rural gas utility industry; plans and determines strategies and objectives for gas supply procurement, control negotiations and pricing.

56 EXECUTIVE DIRECTOR, URBAN TRANSPORTATION - Directs, plans, and develops policies and programs to meet the needs of Alberta's urban communities; administers the Alberta Cities Transportation Partnership by providing financial assistance and advisory services to the urban municipalities; responsible for long-range planning and coordination of activities with the overall transportation system.

57 DIRECTOR, URBAN ENGINEERING - Administers the Alberta Cities Transportation Partnership by technically evaluating urban roadway projects eligible to receive provincial grants; provides ongoing technical advice to urban municipalities in the implementation of roadway projects.

58 DIRECTOR, MUNICIPAL SERVICES - Identifies, evaluates and priorizes municipal water, sewage and roadway projects eligible to receive provincial grants; administers financial assistance and provides technical advice and advisory services for municipalities in the planning and development of their water, sewage and roadway projects.

59 EXECUTIVE DIRECTOR, UTILITY SERVICES - Directs, plans and develops province-wide policies and programs related to primary agricultural support, heating fuel rebates and grants, senior citizens' assistance, rural water, small power, and rural electric utilities.

60 DIRECTOR, RURAL ELECTRIC - Administers loans and grant programs and loan guarantees that reduce the cost of electrical services in agricultural and isolated areas; participates in the development of policies for rural electrification; fulfills the duties of Director of Cooperative Activities for rural electric associations.

61 DIRECTOR, REBATES - Administers programs that reduce the cost of heating fuels for Alberta consumers for select home heating, agricultural and other uses.

62 EXECUTIVE DIRECTOR, NORTHERN DEVELOPMENT BRANCH - Responsible for the planning, organization and implementation of a flexible northern development strategy through provision of administrative and technical support to the Northern Alberta Development Council, analysis of unique conditions of the region, monitoring of delivery of Government programs and coordination of special gap-filling projects, including the Canada/Alberta Northern Development Agreement.

63 DIRECTOR, COUNCIL ADMINISTRATION - Responsible for the provision of detailed administrative support to the Chairman of the Northern Alberta Development Council, departmental liaison and follow-up on each brief submitted at public meetings, and coordination of background material for monthly meetings of the Council and the selection committee for the Student Bursary Program.

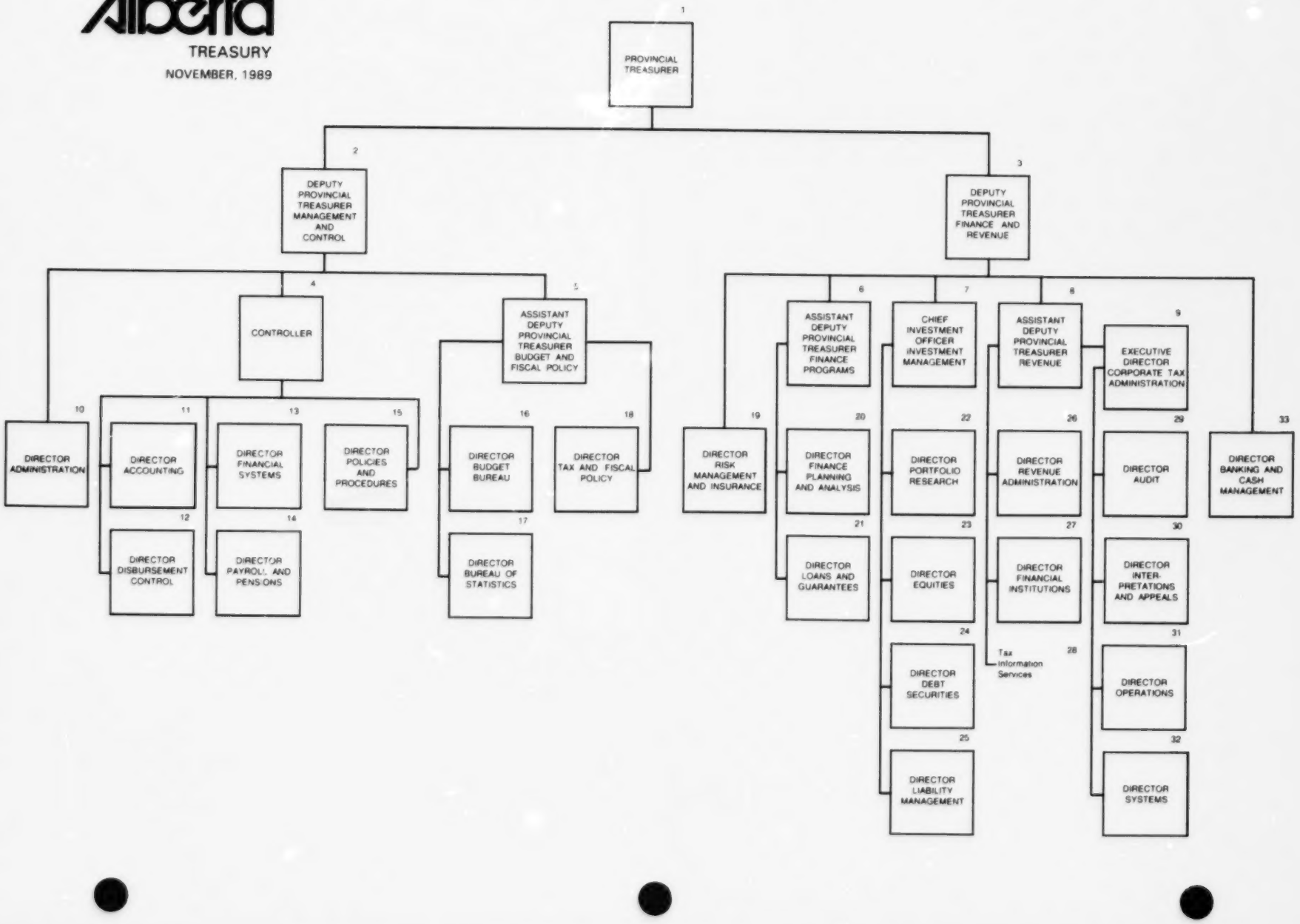
64 DIRECTOR, RESEARCH AND COORDINATION - Responsible for global research of northern needs, program evaluations and the provision of research, planning, analysis and policy development as requested by the Northern Alberta Development Council; monitors program delivery of all Government programs within the Northern Alberta Development Council boundary and coordinates program delivery and gap-filling projects in specific instances.

65 DIRECTOR, AGREEMENT ADMINISTRATION - Responsible for the implementation of the Canada/Alberta Northern Development Agreement including management of the application assessment process, project recommendation to the Joint Management Committee and direction of public information, evaluation and financial control procedures.

Alberta

TREASURY

NOVEMBER, 1989



1 PROVINCIAL TREASURER – In accordance with provisions of the Financial Administration Act, is responsible for: the collection, management, control and reporting of revenue and expenditure; the regulation of Alberta credit unions, Alberta trust companies and extra-provincial trust companies; borrowings, investments and cash management; financial and budgetary procedures of the Crown, including the Alberta Heritage Savings Trust Fund; fiscal and economic planning; the development of tax policies and administration of corporate taxation and business incentives; and administration of public sector pension plans.

2 DEPUTY PROVINCIAL TREASURER, MANAGEMENT AND CONTROL – Responsible for financial control and reporting, budget planning and management, intergovernmental fiscal arrangements, tax policy, economic analysis, statistics, public sector pensions, and departmental administrative and financial services.

3 DEPUTY PROVINCIAL TREASURER, FINANCE AND REVENUE – Responsible for: revenue and corporate tax administration; risk management and insurance programs; banking operations; administration of the province's financial assets and liabilities including guarantees, borrowing, Crown agency financing, cash management and the Alberta Heritage Savings Trust Fund; and the regulation of Alberta credit unions, Alberta trust companies and extra-provincial trust companies.

4 CONTROLLER – Responsible for controlling the receipt and disbursement of public funds, prescribing accounting and financial control policies, keeping or prescribing accounting records and systems, preparing the Public Accounts, and the administration of Government pension plans.

5 ASSISTANT DEPUTY PROVINCIAL TREASURER, BUDGET AND FISCAL POLICY – Responsible for: management of the provincial expenditure budget planning, review and approval process; provision of policy research, analysis and recommendations on the province's fiscal, economic, taxation and pension policies and intergovernmental fiscal relations; the development of legislation implementing the Government's tax and pension policy decisions; and management of the Government's central statistical agency function.

6 ASSISTANT DEPUTY PROVINCIAL TREASURER, FINANCE PROGRAMS – Responsible for: the management of the overall planning, administration and arrangement of all non-market investments for the Alberta Heritage Savings Trust Fund; the financial and administrative aspects of advances and guaranteed loans; and development of policy and administrative procedures pertaining to a broad range of Government financing arrangements, including direct and guaranteed borrowing.

7 CHIEF INVESTMENT OFFICER, INVESTMENT MANAGEMENT – Responsible for: providing short and long-term investment management for various Government accounts; conducting capital market and investment risk analysis; and providing market information and advice for the province's debt management program.

8 ASSISTANT DEPUTY PROVINCIAL TREASURER, REVENUE – Responsible for: collection of tax revenues (corporate, fuel, hotel room, tobacco, pari mutuel and insurance); administration of tax incentives; the review of fees and charges; the Alberta Farm Fuel Distribution Allowance and Public Utilities Income Tax Rebates; collection of past due Government receivables; regulation of Alberta credit unions, Alberta trust companies and extra-provincial trust companies, and monitoring activities for compliance with the applicable legislation.

9 EXECUTIVE DIRECTOR, CORPORATE TAX ADMINISTRATION – Responsible for planning, developing and maintaining operational functions related to the administration of the Alberta Corporate Income Tax Act and the Alberta Stock Savings Plan Act, and for communicating the provisions, procedures and programs under the legislation to the public.

10 DIRECTOR, ADMINISTRATION – Responsible for providing departmental support services including a comprehensive personnel service, departmental communications, building services, libraries, departmental accounting, budgeting, EDP planning, records management services, internal financial reporting and control, and the central stores facility; administers garnishees/third party demands on Government employees and vendors doing business with the Government.

11 DIRECTOR, ACCOUNTING – Responsible for: initiation of accounting and financial reporting policy development and approval of policy for implementation throughout the Government, reviewing proposed legislation for accounting and financial reporting implications; maintaining the principal financial records of the Government; preparing interim and annual financial statements, and consolidated financial statements for the province; preparing the Public Accounts and supplementary report of payments by payee and reports of payments as required under the Legislative Assembly Act; administering computer systems for general ledger accounting, revenue accounting and reporting, control of accountable advances, control and reconciliation of issued, negotiated and replacement cheques, and payment reporting by payee.

12 DIRECTOR, DISBURSEMENT CONTROL – Responsible for: operating the central payment of accounts system and divisional support systems; assessing controls over payment systems to ensure financial management is consistent with legislative and financial requirements; monitoring departmental compliance with prescribed standards for financial management and control; developing and encouraging good relations with the vendor community by resolving payment problems, monitoring departmental/vendor activities, and maintaining the Vendor File.

13 DIRECTOR, FINANCIAL SYSTEMS – Responsible for: the development, documentation, implementation and maintenance of integrated financial systems for the Office of the Controller and for use by departments, funds and agencies; and coordination of the development and implementation of office automation technology and the operation of financial systems by operating divisions of the Office of the Controller.

14 DIRECTOR, PAYROLL AND PENSIONS – Responsible for: preparing and issuing the Government payroll, withholding source deductions, and reporting information to third parties; administration of seven Government and related pension plans including collection, accounting and allocation of pension contributions, provision of instructional materials and communication of benefit rights and entitlements to participants, and determination and payment of pension benefits and non-pension termination benefits; and providing research, analysis and recommendations regarding amendments to the pension plans.

15 DIRECTOR, POLICIES AND PROCEDURES – Responsible for developing and communicating accounting and financial control policies and procedures, and assisting

departments to develop and implement financial control systems and procedures through training and advice.

16 DIRECTOR, BUDGET BUREAU – Responsible for: managing the annual expenditure budget planning and review process, providing research, analysis and recommendations concerning budget proposals, new or changed program policies, Supplementary Estimates, Special Warrants, funding and staff establishment reallocations, and draft legislation and regulations; designing and implementing improved budget methodologies and administrative control policies across Government, including those affecting electronic data processing in departments and agencies; provides support to the Secretary to the Treasury Board; and operation of the Government Land Purchase Revolving Fund.

17 DIRECTOR, BUREAU OF STATISTICS – Responsible for: collecting, compiling, analyzing and disseminating economic, demographic and social statistics on Alberta; determining and responding to the needs of both public and private sector users; providing methodological assistance to, and coordination of, the existing and proposed statistical activities of Government departments; and serving as the focal point for the coordination of statistical activity with Statistics Canada and other provincial statistical agencies.

18 DIRECTOR, TAX AND FISCAL POLICY – Responsible for analysis and recommendations on fiscal and economic policy, tax policy, pension policy, and intergovernmental fiscal relations.

19 DIRECTOR, RISK MANAGEMENT AND INSURANCE – Responsible for: administration and coordination of the Alberta Risk Management Fund and the Government's risk management and insurance program; assisting and providing specialized risk management and insurance services to provincial agencies; adjudication and settlement of claims; compilation of loss statistics; analyzing claims experience and risk exposures, and establishing a loss control program on a Government-wide basis.

20 DIRECTOR, FINANCE PLANNING AND ANALYSIS – Responsible for financial, policy and economic analysis relating to the Alberta Heritage Savings Trust Fund, provincial Crown corporations, financial programs, certain major projects, financial sector policy, and the province's financing strategies.

21 DIRECTOR, LOANS AND GUARANTEES – Responsible for: documentation and administration of certain investments under the Alberta Heritage Savings Trust Fund and General Revenue Fund; management of the financial and administrative aspects of the Government's guaranteed loan program; development of policies and regulations respecting guaranteed loans; administration of a variety of advances to funds and agencies; and analysis and recommendations regarding Government involvement in loans or guaranteed loans for specific entities.

22 DIRECTOR, PORTFOLIO RESEARCH – Responsible for economic research and forecasting for the Division, capital market analysis, asset mix monitoring and performance measurement, as well as the management of a number of investment portfolios.

23 DIRECTOR, EQUITIES – Responsible for the public equity investing activities of the Division, including the development of equity strategy and the monitoring of the equity markets, as well as the management of a major portfolio.

24 DIRECTOR, DEBT SECURITIES – Responsible for the public debt investing activities of the Division, including the development of market strategy and monitoring of debt markets, as well as the management of a number of investment portfolios.

25 DIRECTOR, LIABILITY MANAGEMENT – Responsible for coordinating all market activities related to the province's borrowing requirements and outstanding public debt, and for maintaining a continuous market strategy program to ensure that borrowing costs are minimized.

26 DIRECTOR, REVENUE ADMINISTRATION – Responsible for: collecting Alberta consumer taxes on tobacco, fuel, pari mutuels and hotel rooms; administering the Alberta Farm Fuel Distribution Allowance, the Alberta Domestic Heating Oil Allowance, and the Public Utilities Income Tax Rebate programs; administering tax refunds under the Fuel Tax, Tobacco Tax, and Hotel Room Tax Acts, and interprovincial tax allocations for railways and carriers; developing and encouraging good collection and receivables management procedures by departments and agencies; operating a central collection service to maximize the recovery of debts owing to the Crown; operating a central revenue deposit service; reviewing and evaluating minor revenue sources such as fees and permits; coordinating the 'exempt from' or 'refund of' federal sales and excise taxes to Government operations and disseminating information on rulings to departments and agencies; reviewing credit card acceptance applications by departments to permit purchases of certain goods and services by the public; coordinating the cost accumulation and claiming process under various federal-provincial cost-shared programs; and coordinating and contracting for armoured car services for Government departments.

27 DIRECTOR, FINANCIAL INSTITUTIONS – Responsible for: incorporating and regulating Alberta credit unions and trust companies and extra-provincial trust companies under the Credit Union Act and Alberta Trust Companies Act; recommending amendments to legislation and regulations as required; determining compliance with legislation and regulations by monitoring financial institutions and conducting examinations; clarifying and interpreting legislation and policies; resolving complaints and monitoring operating results to determine the ongoing viability of financial institutions.

28 TAX INFORMATION SERVICES – Responsible for: communicating the provisions of the Alberta Corporate Income Tax Act, the Alberta Stock Savings Plan Act, the Fuel Tax Act, the Hotel Room Tax Act, the Pari Mutuel Tax Act and the Tobacco Tax Act to the public through an enquiries response service, and monitoring and reporting enquiries statistics; producing and distributing technical and general publications related to Alberta tax statutes; monitoring the consistency and timeliness of all external communications; monitoring the internal communications needs of the Revenue Branch; identifying other communications needs and coordinating the resulting public information process.

29 DIRECTOR, AUDIT – Responsible for carrying out verification of declared income, tax payable and claims for incentive entitlements, and for identifying areas in which taxpayers have incorrectly declared income for tax purposes or incentive eligibility.

30 DIRECTOR, INTERPRETATIONS AND APPEALS – Responsible for assisting taxpayers and tax practitioners in the interpretation of the Alberta Corporate Income Tax Act by providing publications, ruling and opinions; responding to objections and appeals made by taxpayers with respect to assessed taxes under the Alberta Corporate Income Tax

Act and Alberta consumption tax legislation; administering the certification process under the Alberta Stock Savings Plan Act; providing technical assistance to other divisions in corporate tax administration; and proposing legislative amendments.

31 DIRECTOR, OPERATIONS – Responsible for: processing corporate income tax returns; maintaining the corporate tax roll; enforcing filing compliance; assessing and reassessing corporate income tax returns; maintaining taxpayers' accounts and records; collecting outstanding taxes; and providing an enquiry service on corporate accounts.

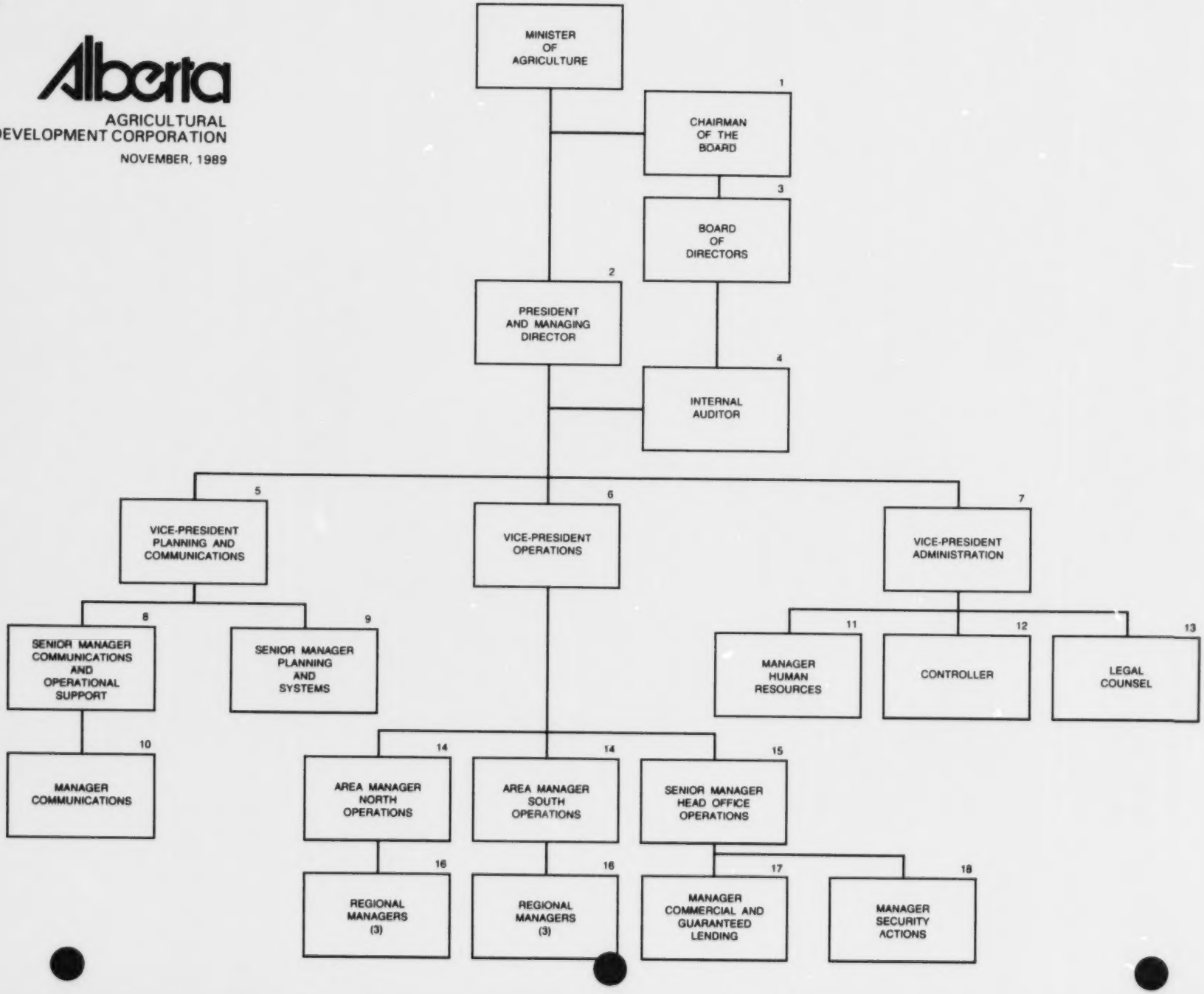
32 DIRECTOR, SYSTEMS – Responsible for providing systems and data processing services to support the administrative, operational and management information systems of the Revenue Branch, and for providing administrative and financial services to the Branch.

33 DIRECTOR, BANKING AND CASH MANAGEMENT – Responsible for: managing the banking relationships of the Government, including bank accounts and cash management systems; analyzing Government cash flows on short-term (daily and weekly) and medium-term (up to one year) bases; ensuring investment receipts are collected as specified; maintaining a registry or managing trust companies that maintain registers for interest payments on public debt; performing custodial functions for investment portfolios managed by Alberta Treasury; providing safekeeping services for Government departments; developing, operating and maintaining manual and automated finance-related systems; settling investments, debt, foreign exchange and securities lending transactions; providing accounting, investment and debt management services to the Alberta Resources Railway Corporation, and managing the affairs of the Alberta Municipal Financing Corporation.

Alberta

AGRICULTURAL
DEVELOPMENT CORPORATION

NOVEMBER, 1989



1 CHAIRMAN OF THE BOARD OF DIRECTORS – In conjunction with the Board of Directors, responsible for the development of corporate goals in response to Government objectives and for providing advice to the Minister on policies and programs.

2 PRESIDENT AND MANAGING DIRECTOR – As the chief executive officer, is responsible for the overall management, coordination and control of the Corporation to ensure that policies are implemented and administered in an efficient, effective and consistent manner; sits as a voting member of the Board and provides advice to the Minister on policies and programs.

3 BOARD OF DIRECTORS – Responsible for the conduct of the affairs of the Corporation which provides province-wide direct and guaranteed loan programs for farmers and agri-businesses; establishes policies and programs of the Corporation and makes policy recommendations to the Minister.

4 INTERNAL AUDITOR – Coordinates, directs and participates in comprehensive assessment activity that evaluates operations and measures the adequacy of controls within the Corporation and has unrestricted access to all corporate records, property and personnel.

5 VICE-PRESIDENT, PLANNING AND COMMUNICATIONS – Plans, organizes, directs and controls the functions of strategic planning, research, statistical data, computerized information systems and corporate communications; sits as a member of the Executive Management Committee and provides advice to the Board of Directors.

6 VICE-PRESIDENT, OPERATIONS – Plans, organizes, directs and controls the field services functions including farm lending and client administration, credit and loan administration, property for resale, management and commercial/guaranteed lending; sits as a member of the Executive Management Committee and provides advice to the Board of Directors.

7 VICE-PRESIDENT, ADMINISTRATION – Plans, organizes, controls and directs the financial, human resources, legal and administrative services for the Corporation; sits as a member of the Executive Management Committee and provides advice to the Board of Directors.

8 SENIOR MANAGER, COMMUNICATIONS AND OPERATIONAL SUPPORT – Coordinates and directs all forms of external and internal communications/public relations programs and conducts professional program planning services with respect to direct and indirect loan programs.

9 SENIOR MANAGER, PLANNING AND SYSTEMS – Coordinates, plans, organizes and controls the activities of electronic data processing systems, corporate and strategic planning, and research and analysis.

10 MANAGER, COMMUNICATIONS – Plans and coordinates the development, implementation and maintenance of comprehensive communications plans and programs aimed at promoting strong and regular communications between the Corporation and its various publics.

11 MANAGER, HUMAN RESOURCES – Manages and administers all personnel related programs including staff training and development, in accordance with policies developed by the Personnel Administration Office.

12 CONTROLLER – Plans, organizes, controls and directs the controllership and treasury function as well as office services. Responsibilities include budgets, forecasts, financial statements, banking, and debenture funding.

13 LEGAL COUNSEL – Responsible for the preparation of legislation, Orders in Council, Treasury Board minutes, regulations, bylaws and other legal documents and for advising the Chairman, the President, the Board of Directors and corporate staff regarding the interpretation of legal matters, documents and procedures affecting lending and collection activities.

14 AREA MANAGERS – Responsible for the overall management of field units to ensure that lending, collection and property management policies and procedures are administered properly and consistently throughout the province.

15 SENIOR MANAGER, HEAD OFFICE OPERATIONS – Organizes and directs commercial lending including agribusiness, specialized farm lending, security actions, and head office lending support services.

16 REGIONAL MANAGERS – Directs the delivery and administration of the programs and policies of the Corporation within an assigned region.

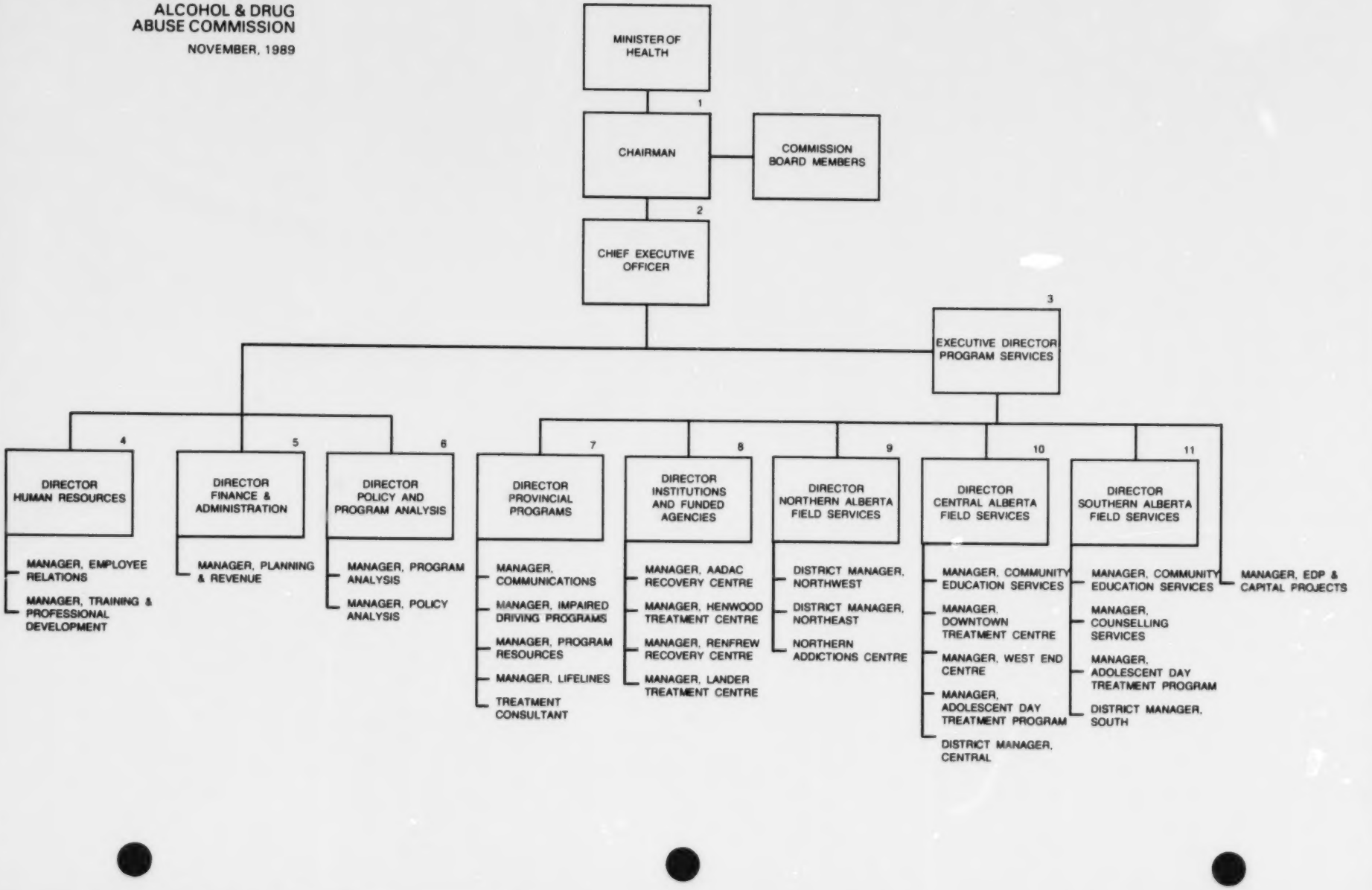
17 MANAGER, COMMERCIAL AND GUARANTEED LENDING – Responsible for providing management and direction to the Corporation's commercial lending activities and guaranteed loan programs.

18 MANAGER, SECURITY ACTIONS – Responsible for the administration and direction of collection activities involving the Corporation's direct loan protfolio and for the disposition of Corporation-owned property.

Alberta

ALCOHOL & DRUG ABUSE COMMISSION

NOVEMBER, 1989



1 CHAIRMAN – Advises the Minister on matters relating to Commission operations and provides an interface between the Government and the Commission.

2 CHIEF EXECUTIVE OFFICER – Recommends policy to the Board, executes policy, and reports on its success or failure.

3 EXECUTIVE DIRECTOR, PROGRAM SERVICES – Provides initiative, direction and leadership to directors and managers of five distinct divisions which are responsible for carrying out a number of independent programs related to the prevention and treatment of alcohol and drug abuse.

4 DIRECTOR, HUMAN RESOURCES – Provides comprehensive personnel services including staffing, classification, employee relations, compensation, staff training, and professional development.

5 DIRECTOR, FINANCE & ADMINISTRATION – Provides a complete range of accounting and procurement services, financial auditing, facility administration, and consultation services to the organization.

6 DIRECTOR, POLICY AND PROGRAM ANALYSIS – Provides a range of services including program planning research, management information systems, policy analysis and program evaluation designed to enhance program development and delivery.

7 DIRECTOR, PROVINCIAL PROGRAMS – Responsible for the centralized management of a specific set of AADAC programs which are delivered on a province-wide basis.

8 DIRECTOR, INSTITUTIONS AND FUNDED AGENCIES – Provides addiction services through the delivery of residential addiction treatment programs and facilitation of community based programs.

9 DIRECTOR, NORTHERN ALBERTA FIELD SERVICES – Provides addiction services through the delivery of prevention programs, community mobilization efforts, and non-residential treatment services within a large geographic area in northern Alberta.

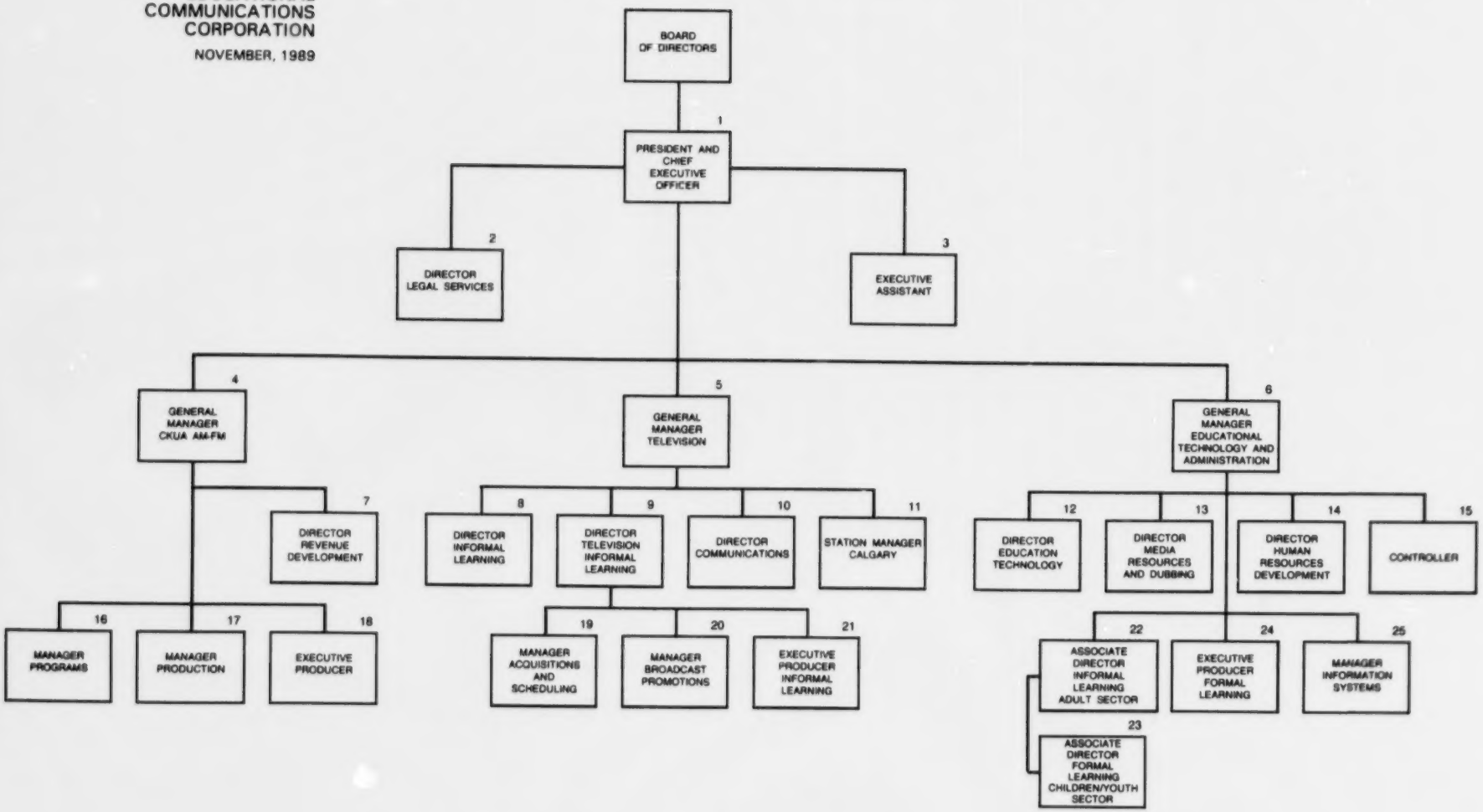
10 DIRECTOR, CENTRAL ALBERTA FIELD SERVICES – Provides addiction services through the delivery of prevention programs, community mobilization efforts, and non-residential treatment services within a large geographic area in central Alberta.

11 DIRECTOR, SOUTHERN ALBERTA FIELD SERVICES – Provides addiction services through the delivery of prevention programs, community mobilization efforts, and non-residential treatment services within a large geographic area in southern Alberta.

Alberta

EDUCATIONAL COMMUNICATIONS CORPORATION

NOVEMBER, 1989



ALBERTA EDUCATIONAL COMMUNICATIONS CORPORATION

FUNCTIONAL STATEMENTS – NOVEMBER, 1989

1 PRESIDENT – As chief executive officer, is responsible to the Board of Directors for the overall management and operation of the affairs of the Corporation.

2 DIRECTOR, LEGAL SERVICES – Responsible for the Corporation's legal affairs, liaison with provincial and federal government agencies, and for business development.

3 EXECUTIVE ASSISTANT – Responsible for the President's correspondence, office administration and other duties as required, and to the Board of Directors as its secretary.

4 GENERAL MANAGER, CKUA AM.FM – Responsible for the administration and coordination of operations, programming and technical services of CKUA AM.FM the province-wide radio network, and for administration of the Revenue Development function.

5 GENERAL MANAGER, TELEVISION – Responsible for the administration and coordination of multi-media project development and production, corporate communications and programming and technical services of ACCESS NETWORK television and the province-wide television network.

6 GENERAL MANAGER, EDUCATIONAL TECHNOLOGY AND ADMINISTRATION – Responsible for educational technology and research, formal multi-media production, financial services, management information systems and human resources.

7 DIRECTOR, REVENUE DEVELOPMENT – Responsible for revenue from sale of corporate products and services, revenue from corporate underwriting and public subscriptions, and income from co-productions and co-acquisitions.

8 DIRECTOR, INFORMAL LEARNING – Responsible for establishing and maintaining effective liaison with clients and government agencies for development of informal production, co-production and acquisition proposals.

9 DIRECTOR, TELEVISION INFORMAL LEARNING – Responsible for the coordination and management of educational strategies and objectives designed to provide optimum utilization of Corporation resources in meeting the educational needs of the informal learning sector.

10 DIRECTOR, COMMUNICATIONS – Responsible for the development, implementation and evaluation of corporate public relations, promotional and advertising activities, as well as production of corporate publications.

11 STATION MANAGER, CALGARY – Responsible for managing resources, administering facilities and controlling production operations.

12 DIRECTOR, EDUCATIONAL TECHNOLOGY – Responsible for the planning, development and administration of innovative educational technology projects with external organizations, and for the development and implementation of effective educational technology services for internal/external uses.

13 DIRECTOR OF MEDIA RESOURCES AND DUBBING – Responsible for the coordination and management of the Corporation's program distribution activities, including the operation of the Media Resource and Dubbing Centres.

14 DIRECTOR, HUMAN RESOURCES DEVELOPMENT – Responsible for the development, implementation and maintenance of corporate personnel procedures, and the administration of compensation, performance appraisal, benefits, labour relations and employee relations programs.

15 CONTROLLER – Responsible for the development, implementation and maintenance of corporate financial and control systems and procedures, and for project accounting and payroll.

16 PROGRAM MANAGER – Responsible for planning and implementation of the CKUA AM.FM program schedule, principal role programming and supervision of programming and production personnel.

17 PRODUCTION MANAGER – Responsible for coordination of production facilities and supervision of operating staff for CKUA AM.FM.

18 EXECUTIVE PRODUCER – Responsible for the supervision of the development and production of the Corporation's formal and informal audio programming.

19 MANAGER, ACQUISITIONS AND SCHEDULING – Responsible for researching, acquisition and renewal of acquisition programming and drafting broadcast schedules for implementation by operating departments.

20 MANAGER, BROADCAST PROMOTIONS – Responsible for development and implementation of the Corporation's broadcast promotion plan, and the production of interstitial elements, broadcast promotions and program credits.

21 EXECUTIVE PRODUCER, INFORMAL LEARNING – Responsible for planning and establishing media content guidelines, evaluation of feasibility studies and implementation of production activities for authorized formal and informal projects.

22 ASSOCIATE DIRECTOR, FORMAL LEARNING – Responsible for the development and implementation of project proposals for the formal learning – adult sector.

23 ASSOCIATE DIRECTOR, FORMAL LEARNING – Responsible for the development and implementation of project proposals for the formal learning – children/youth sector.

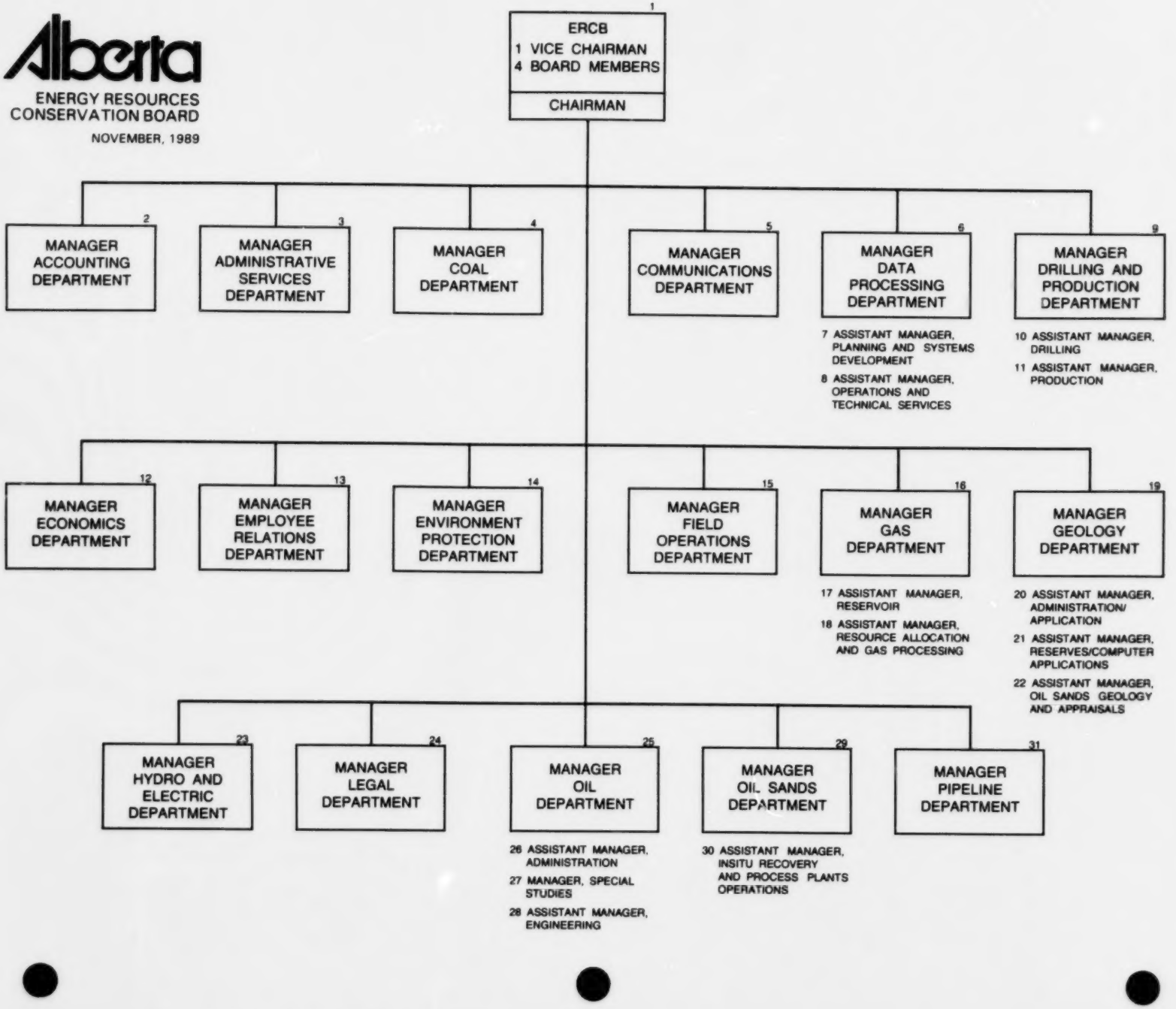
24 EXECUTIVE PRODUCER, FORMAL LEARNING – Responsible for establishing media content and treatment guides, and for maintaining development and production standards.

25 MANAGER, INFORMATION SYSTEMS – Responsible for the development, implementation and maintenance of corporate computerization and information systems.

Alberta

ENERGY RESOURCES CONSERVATION BOARD

NOVEMBER, 1989



1 THE BOARD – Established by the Energy Resources Conservation Act, issues regulations and orders pertaining to the oil and gas industry, the pipeline industry, the coal industry, the electrical energy industry, and other matters which come within its jurisdiction; conducts inspections, studies, investigations and hearings; prepares reports; collects, summarizes, evaluates and publishes data.

2 MANAGER, ACCOUNTING DEPARTMENT – Responsible for the administration of financial accounting, production and well records statistics, and purchasing operations.

3 MANAGER, ADMINISTRATIVE SERVICES DEPARTMENT – Responsible for the administration of printing operations, word processing, drafting, library, information services, office services, building, department systems and procedures.

4 MANAGER, COAL DEPARTMENT – Responsible for the administration of the Coal Conservation Act which includes the calculation of the province's coal resources, dissemination of coal data, regulation of coal exploration and development to assure safe, economic and orderly operations, and advising government on environmental matters.

5 MANAGER, COMMUNICATIONS DEPARTMENT – Responsible for media relations and the provision of a wide range of public relations and communications services on behalf of the Board.

6 MANAGER, DATA PROCESSING DEPARTMENT – Responsible for the administration of departmental functions including systems planning and design, program development, and procurement of computer services through outside time-sharing, in-house capabilities and the Department of Public Works, Supply & Services' Calgary Data Centre.

7 ASSISTANT MANAGER, PLANNING & SYSTEMS DEVELOPMENT – Responsible for planning, systems, programming and new developments.

8 ASSISTANT MANAGER, OPERATIONS & TECHNICAL SERVICES – Responsible for operations, database administration, graphics and technical support.

9 MANAGER, DRILLING & PRODUCTION DEPARTMENT – Responsible for developing, updating and applying policies and regulations regarding: the licensing, drilling, completion and servicing, production and abandonment of wells; the approval, operation and abandonment of oil production facilities, central treating plants and compressor stations; the measurement and accounting systems and procedures for all hydrocarbon production including detailed production audits; the disposal of produced water and other oil field wastes using subsurface disposal techniques; compulsory pooling of tracts of different ownership within drilling spacing units; and maintenance of environmental standards with respect to all of the above-mentioned operations.

10 ASSISTANT MANAGER, DRILLING – Responsible for: ensuring the proper location, drilling, completion, servicing, and abandonment of wells; specifying and enforcing the Board's requirements for the blowout prevention equipment, casing, cementing, completion, servicing, and abandonment of oil, gas, crude bitumen and service wells; ensuring compliance with the critical sour well licensing, drilling and completion and servicing requirements; and administration of the orphan well abandonment program.

11 ASSISTANT MANAGER, PRODUCTION – Responsible for ensuring proper construction, operation and abandonment of oil production facilities and the proper measurement and reporting of produced and injected fluids, for oil production facilities, gas processing plants, and gas gathering systems, on a pool and individual well basis.

12 MANAGER, ECONOMICS DEPARTMENT – Administers and coordinates cost/benefit, social impact and other economic analysis, the compilation of statistics and the preparation of forecasts of Alberta's demand and supply of oil, gas, coal and electric energy; responsible for the crude oil prorationing systems within Alberta.

13 MANAGER, EMPLOYEE RELATIONS DEPARTMENT – Responsible for recruitment, training, development and employee relations including the administration and review of personnel policies, salaries, benefits, working conditions, educational assistance, health and safety.

14 MANAGER, ENVIRONMENT PROTECTION DEPARTMENT – Responsible for development and administration of environmental regulations and policies pertaining to drilling, production, gas processing and pipeline operations, for coordination of environmental activities jointly involving the Board, government departments or agencies and industry, and for Chemical Research Laboratory operations.

15 MANAGER, FIELD OPERATIONS DEPARTMENT – Responsible for ensuring that the provisions of the acts, regulations and other requirements of the Board are observed by industry at the field level, that industry is operating in a safe, efficient, and orderly manner in the public interest in drilling, servicing, production and measurement, gas processing and pipeline activities, and that pollution is controlled in all aspects of field operations.

16 MANAGER, GAS DEPARTMENT – Responsible for determining the reserves and deliverability of gas, natural gas liquids and sulphur, regulating the processing of gas, and assisting the Board in matters related to industrial development permits and gas removal from the province.

17 ASSISTANT MANAGER, RESERVOIR – Responsible for reservoir engineering work including the evaluation of pool reserves and deliverability, optimization of recovery, and equity concerns.

18 ASSISTANT MANAGER, RESOURCE ALLOCATION AND GAS PROCESSING – Responsible for matters related to gas plant approvals, conservation of produced gas, forecasting of production and deliverability of Alberta gas and co-products and permits for the removal of gas or the industrial use in Alberta of gas and other energy resources.

19 MANAGER, GEOLOGY DEPARTMENT – Responsible for all aspects of geological work including the determination of pay and markers at wells, the identification and mapping of gas, crude oil and crude bitumen occurrences, the investigation of submissions dealing with such occurrences, the determination of well intervals eligible for benefits under the subsisting government incentive programs, and the operation of the Core Research Centre.

20 ASSISTANT MANAGER, ADMINISTRATION/APPLICATIONS – Responsible for the work conducted by the regional section of the Geology Department; assists the man-

ager in discharging specific administrative responsibilities including the implementation of policies on the submission and release of well data.

21 ASSISTANT MANAGER, RESERVES/COMPUTER APPLICATIONS – Coordinates and broadly directs the gas and crude oil reserve work undertaken in each district; investigates major reserve submissions and liaises with other departments and industry on reserve matters; and administers the Department's technical proficiency program.

22 ASSISTANT MANAGER, OIL SANDS GEOLOGY AND APPRAISALS – Coordinates and broadly directs oil sands geological interpretational and resource appraisal work; investigates major oil sands submission; and directs computerized formation evaluation operations.

23 MANAGER, HYDRO AND ELECTRIC DEPARTMENT – Administers the Department operations to ensure the efficient and economic development in the public interest of electric generating, transmission, and distribution facilities in Alberta.

24 MANAGER, LEGAL DEPARTMENT – Provides legal advice and assistance to the Board, counsel to Board and Board staff at hearings and before the court and acts as chairman of an applications and advisory group which advises the Board on non-routine applications.

25 MANAGER, OIL DEPARTMENT – Administers the Department which is concerned with conservation, correlative rights and documentation of basic information respecting conventional crude oil reserves and production rates.

26 ASSISTANT MANAGER, ADMINISTRATION – Responsible for administration of oil well allowables, maximum rate limitations, oil reserve records, concurrent production and oil well drilling spacing units regulations, forecasts of oil productive capacity, surveillance of enhanced recovery and concurrent production schemes in conventional crude oil pools.

27 MANAGER, SPECIAL STUDIES – Provides a service function to the other sections of the Oil Department and the Board involving reservoir simulation, petro-physics, reservoir fluid properties and other studies.

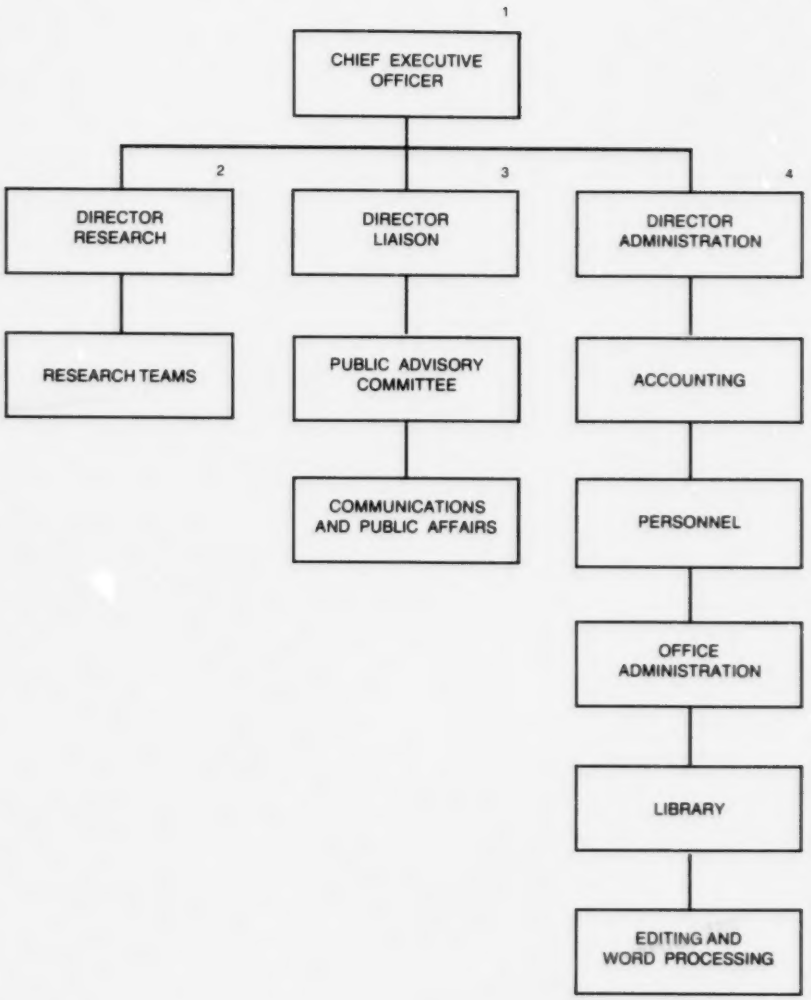
28 ASSISTANT MANAGER, ENGINEERING – Responsible for estimating and establishing oil reserves and maximum rate limitations, appraisal of concurrent production schemes, enhanced recovery schemes, oil well drilling spacing units applications, and review of operational enhanced recovery schemes in conventional crude oil pools.

29 MANAGER, OIL SANDS DEPARTMENT – Responsible for the administration and control of the Department which assesses oil sands applications and reserves, and maintains surveillance of operating schemes.

30 ASSISTANT MANAGER, INSITU RECOVERY AND PROCESS PLANTS OPERATIONS – Responsible for matters related to insitu oil sands and thermal heavy oil recovery schemes and oil sands processing plant approvals and permits for industrial use of oil sands products in Alberta; directs engineering analysis of process plants and reservoirs, surveillance of operating schemes, reserves determinations and forecasting of oil sands production.

31 MANAGER, PIPELINE DEPARTMENT – Administers the Department which is concerned with the economic, orderly and efficient development in the public interest of pipeline facilities in Alberta, the observance of safe practices in the construction and operation of pipelines, and the environmental impact of pipeline construction and operation.

Alberta
ENVIRONMENT
COUNCIL
NOVEMBER, 1989



1 CHIEF EXECUTIVE OFFICER – Exercises the power of the Council and performs the duties and functions of the Council, and is a member and vice-chairman of panels constituted by the Lieutenant Governor in Council.

2 DIRECTOR, RESEARCH – Directs research officers and is responsible for the scientific activities of the Council.

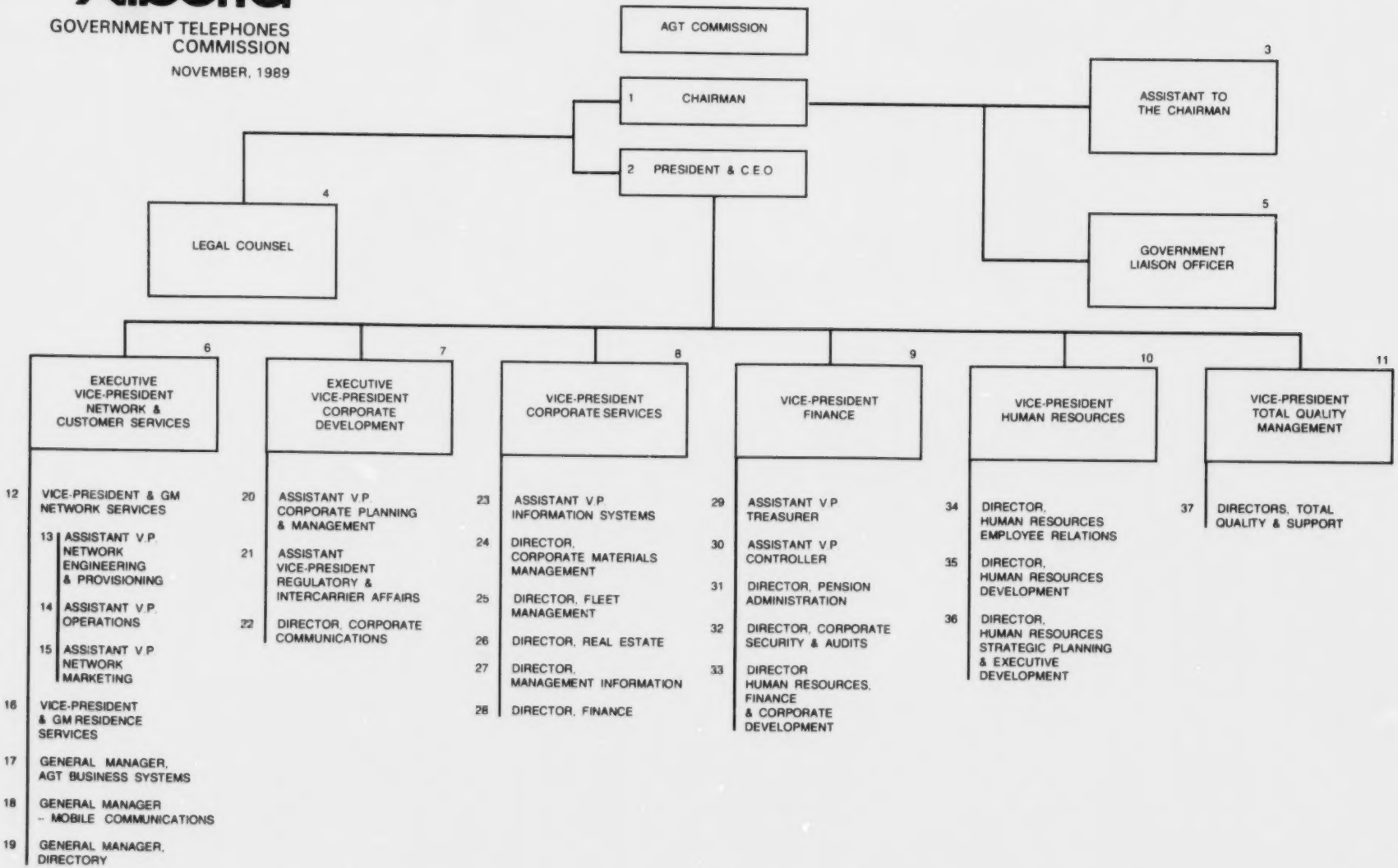
3 DIRECTOR, LIAISON – Directs assistance to the Public Advisory Committees; responsible for communications, public relations, and public affairs.

4 DIRECTOR, ADMINISTRATION – Directs and supervises the administrative systems – financial, accounting, personnel, editing, and word processing functions.

Alberta

GOVERNMENT TELEPHONES COMMISSION

NOVEMBER, 1989



1 CHAIRMAN – Responsible for the overall effectiveness of, and relationships with, the AGT Commission; accountable to the Commission for AGT's overall financial and operating results; responsible to the Lieutenant Governor in Council through the Minister of Technology, Research and Telecommunications; interprets policy directives and ensures their implementation; provides guidance, assistance and support to the President with respect to the management of AGT.

2 PRESIDENT & CHIEF EXECUTIVE OFFICER – Responsible for organizing, directing and controlling the business activities of all operating and corporate functions within AGT including corporate development, network and customer services, finance, human resources, corporate services, legal, and total quality management; accountable to the Chairman for the overall performance of AGT.

3 ASSISTANT TO THE CHAIRMAN – Serves in a corporate executive support role to the Chairman in the administration of the business of the AGT Commission and ATI Boards of Directors; acts as a prime resource to the Chairman on policy issues and significant matters to be addressed by the Commission, the ATI Board, and the Board of Directors of Alta-Can Telecom Inc. and NovAtel Communications Limited; acts as Corporate Secretary.

4 LEGAL COUNSEL – Acts as corporate legal counsel in the practice of "preventative law"; provides legal counsel as required to AGT's corporate and business units including contract formulation and negotiation, direct legal advice and counsel, and interpretation of the findings and recommendations provided by outside counsel; engages outside counsel as required.

5 GOVERNMENT LIAISON OFFICER – Serves in a corporate executive support role in the administration of business between AGT, and the Alberta Government and municipal governments; acts as a prime resource to the Chairman on AGT issues and significant matters involving the Minister of Technology, Research and Telecommunications and the Government in general.

6 EXECUTIVE VICE-PRESIDENT, NETWORK AND CUSTOMER SERVICES – Provides leadership in the corporate management of AGT's business units and is accountable to the President and CEO for the financial and market performance of the overall business activities of AGT.

7 EXECUTIVE VICE-PRESIDENT, CORPORATE DEVELOPMENT – Provides leadership in the corporate management of planning and development activities and is accountable for the development and execution of corporate strategies; maintains effective relationships with regulatory agencies, Telecom Canada, other carriers and the general public.

8 VICE-PRESIDENT, CORPORATE SERVICES – Provides leadership in the design, implementation and maintenance of an integrated corporate information flow and directs the provision of pooled corporate services to AGT's business and corporate units.

9 VICE-PRESIDENT, FINANCE – Serves as the chief financial officer of AGT; directs and controls AGT's corporate financial management including overall financial performance measurement, funds procurement, financial asset management, and audit funciton; and facilitates the safeguarding of AGT's assets.

10 VICE-PRESIDENT, HUMAN RESOURCES – Directs and controls the corporate function of personnel management; develops, implements and stewards a full range of integrated human resources systems and processes tailored to meet the needs of AGT's work force.

11 VICE-PRESIDENT, TOTAL QUALITY MANAGEMENT – Provides leadership in the design and implementation of total quality processes, practices and systems throughout AGT; regulates and supports managers in the application of quality concepts.

12 VICE-PRESIDENT & GENERAL MANAGER, NETWORK SERVICES – Directs, coordinates, monitors and controls the activities and resources of the Network Services Business Unit, including network marketing, network development and operations, systems development and human resources.

13 ASSISTANT VICE-PRESIDENT, NETWORK ENGINEERING & PROVISIONING – Directs the strategic and tactical planning, standardization, design, installation and acceptance of AGT's toll, special services and local services networks, consistent with corporate and business unit strategies and market, services and operating requirements.

14 ASSISTANT VICE-PRESIDENT, OPERATIONS – Directs and coordinates the resources and activities necessary for the management, operation and maintenance of the AGT switching and facility network consistent with service and operating requirements, and ensures that operator services are performed at optimum costs and service effectiveness.

15 ASSISTANT VICE-PRESIDENT, NETWORK MARKETING – Directs and coordinates the planning, development, implementation, forecasting and management (at wholesale levels) of all AGT network products, responding to AGT customer and business unit needs; directs activities to deliver network products to interconnect customers on a fair and timely basis; and directs activities to gather and disseminate market research and competitive intelligence information within AGT.

16 VICE-PRESIDENT & GENERAL MANAGER, RESIDENCE SERVICES – Directs, coordinates, monitors and controls the activities and resources of the Residence Services Business Unit to ensure the profitable sale and customer-responsive delivery of network and terminal products and services to the residence and small business customers of Alberta.

17 GENERAL MANAGER, AGT BUSINESS SYSTEMS – Directs and controls the business unit serving AGT's business customers; protects and enhances AGT's market position through sales marketing, implementation and maintenance of business systems to ensure customer satisfaction.

18 GENERAL MANAGER, MOBILE COMMUNICATIONS – Directs, coordinates, monitors and controls the activities and resources of the Mobile Communications Business Unit.

19 GENERAL MANAGER, DIRECTORY – Directs, controls and coordinates all aspects of the production and distribution of white and yellow page directories throughout Alberta.

20 ASSISTANT VICE-PRESIDENT, CORPORATE PLANNING & MANAGEMENT – Directs and coordinates the development, implementation and tracking of AGT's corporate

strategy ensuring consistent implementation throughout AGT's business units, corporate functions and investments.

21 ASSISTANT VICE-PRESIDENT, REGULATORY & INTERCARRIER AFFAIRS – Fulfills the requirements of the regulatory process and ensures the allowed rate of return is realized; establishes and maintains effective business relationships with Telecom and other carriers; gains an acceptable share of the Telecom Revenue Settlement Plan; and provides an effective lobby to influence government initiatives in AGT's favour.

22 DIRECTOR, CORPORATE COMMUNICATIONS – Provides leadership and direction to ensure the coordination and integration of corporate communications functions to external and internal audiences.

23 ASSISTANT VICE-PRESIDENT, INFORMATION SYSTEMS – Directs and coordinates the development, integration and regulation of AGT's information technology applications in the most effective and efficient manner possible to enhance the company's strategic market advantage.

24 DIRECTOR, CORPORATE MATERIALS MANAGEMENT – Develops and implements effective materials management policies, systems and methods for AGT; directs materials and services procurement, material requirements forcasting, inventory management, warehousing and distribution functions.

25 DIRECTOR, FLEET MANAGEMENT – Ensures that policies, procedures and programs are in place and functioning for cost effective procurement, maintenance and operation of the corporate vehicle fleet.

26 DIRECTOR, REAL ESTATE – Provides overall direction for the planning, design, construction, maintenance and building security of all AGT buildings and towers; directs the acquisition/disposal of all property, and the effective marketing/leasing of associated office and commercial/retail space.

27 DIRECTOR, MANAGEMENT INFORMATION – Develops and maintains a state-of-the-art repository of management information as well as all services and processes required to effectively deliver information to all levels of management.

28 DIRECTOR, FINANCE – Provides leadership and direction in the financial management of all areas in Corporate Services; develops, implements and analyses the financial impact of business plans and initiatives.

29 ASSISTANT VICE-PRESIDENT, TREASURER – Provides leadership and functional expertise for the development and administration of policies, procedures and systems for funds procurement, financial asset management, risk and tax management, and the investment of AGT trust funds.

30 ASSISTANT VICE-PRESIDENT, CONTROLLER – Provides functional leadership in the design, implementation and control of financial policies and processes; manages the financial aspects of the regulatory process; directs the administration of intercarrier settlement plans as well as the financial control and accounting functions of the company.

31 DIRECTOR, PENSION ADMINISTRATION – Provides leadership and direction in the administration of the AGT pension scheme in accordance with legislation and Pension Board bylaws and directives.

32 DIRECTOR, CORPORATE SECURITY & AUDITS – Responsible for security and other investigations, electronic data processing security, and protection of systems assets; provides ongoing audits of AGT and its subsidiary operations.

33 DIRECTOR, HUMAN RESOURCES, FINANCE AND CORPORATE DEVELOPMENT – Plans, organizes and directs the provision of a full range of human resources services including employee relations, manpower planning, development and training, organizational analysis and development, compensation, and recruitment.

34 DIRECTOR, HUMAN RESOURCES EMPLOYEE RELATIONS – Develops and implements plans, policies and programs for a diverse employee relations function at AGT including: compensation and performance management; labour relations; health and safety; employment; and, human resources information systems.

35 DIRECTOR, HUMAN RESOURCES DEVELOPMENT – Directs corporate manpower planning and all non-technical educational/training services; plans and manages the flow of manpower resources between AGT, Telecom, and ATI/AT Inc.

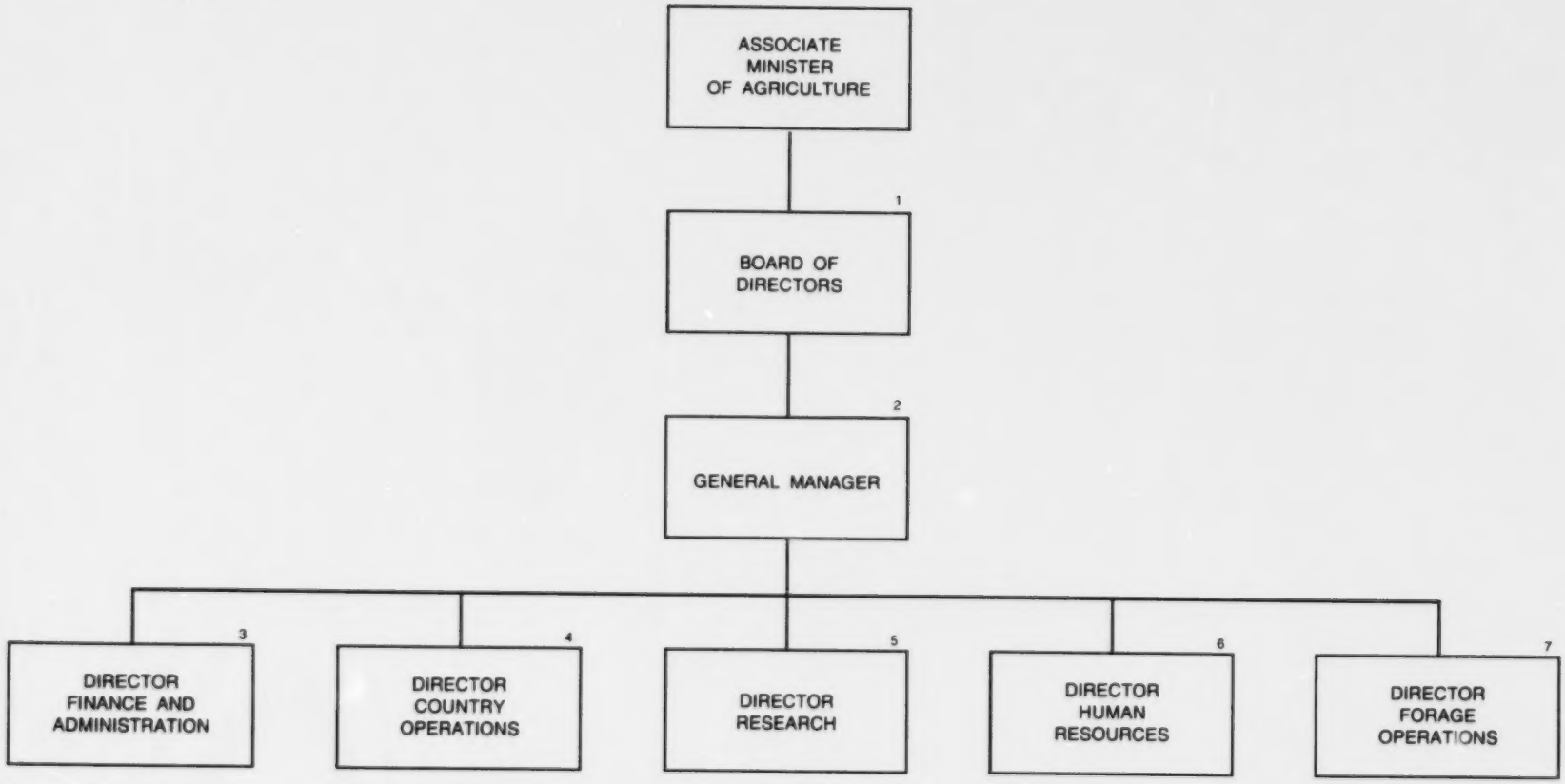
36 DIRECTOR, HUMAN RESOURCES STRATEGIC PLANNING & EXECUTIVE DEVELOPMENT – Develops and implements human resources services for the executive group; directs the manpower planning and development of human resources staff.

37 DIRECTORS, TOTAL QUALITY DEVELOPMENT & SUPPORT – Facilitates improvement in AGT through the design and implementation of total quality processes; provides planning, development, coordination, methods and education to enable line managers to implement total quality in AGT.

Alberta

HAIL AND CROP
INSURANCE CORPORATION

NOVEMBER, 1989



1 BOARD OF DIRECTORS – Responsible to the Associate Minister of Agriculture for: the administration of the Hail and Crop Insurance Act, the purpose of which is to provide farmers with hail insurance and "all-risk" crop insurance; establishing programs aimed at meeting the needs of grain producers; conducting regular reviews of the operations of the Corporation; and hearing claim appeals.

2 GENERAL MANAGER – Directs and coordinates day-to-day operations; develops, implements and evaluates programs; selects and supervises management personnel; and is responsible for investment policy.

3 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for office administration, financial controls, data processing, purchasing, and management of short-term investments.

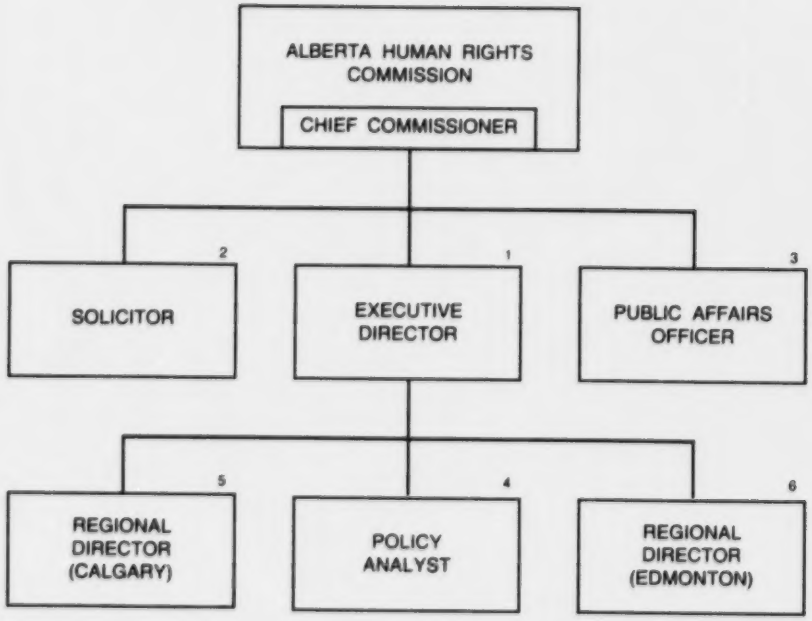
4 DIRECTOR, COUNTRY OPERATIONS – Plans and directs country operations including marketing and adjusting; oversees seven regional supervisors who, in turn, supervise the 53 regional offices.

5 DIRECTOR, RESEARCH – Responsible for setting and reviewing coverages and rates, soil classification, maintaining statistical records, and developing and implementing programs for additional crops.

6 DIRECTOR, HUMAN RESOURCES – Responsible for all human resource functions including recruitment, pay and benefits, and training.

7 DIRECTOR, FORAGE OPERATIONS – Responsible for all administrative aspects of insurance on forage crops including research, sales and claims calculations.

Alberta
HUMAN RIGHTS
COMMISSION
NOVEMBER, 1989



1 EXECUTIVE DIRECTOR – Reporting to the Chief Commissioner, the Executive Director implements Commission policy and is responsible for directing the activities of the staff.

2 SOLICITOR – Advises the Commission on all legal matters; represents the Commission before boards of inquiry and the courts.

3 PUBLIC AFFAIRS OFFICER – Responsible for the management of the public affairs program of the Commission including advertising, news releases and production of the annual report.

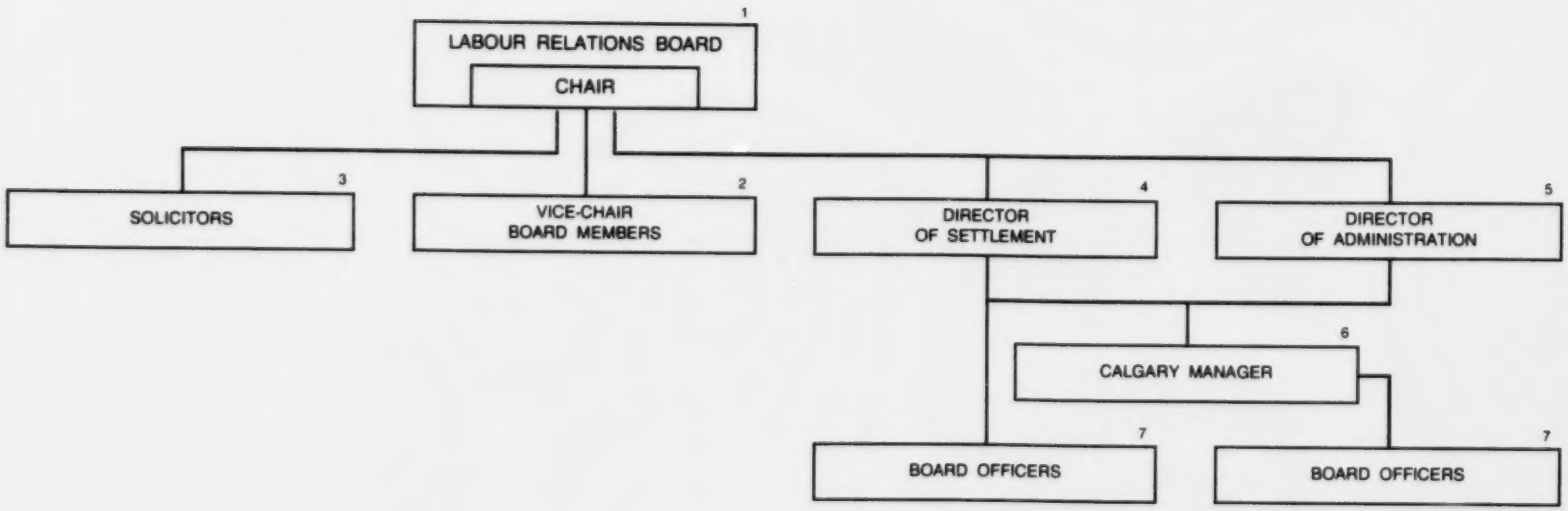
4 POLICY ANALYST – Responsible for a continuing analysis of human rights policies and practices and for arranging public participation in policy formulation.

5 & 6 REGIONAL DIRECTORS – Plan, direct and coordinate the research, investigative and educational activities of the Commission in the Calgary and Edmonton regions.

Alberta

LABOUR RELATIONS BOARD

NOVEMBER, 1989



1 CHAIR – Responsible for the operation of the Labour Relations Board and the administration of the Labour Relations Code; chairs hearings; directs the Board with respect to policy formulation; advises employers, trade unions, and the Government with respect to the Labour Relations Code; serves as the principal administrator and judicial officer of the Board.

2 VICE-CHAIR/BOARD MEMBERS – Chair Board hearings; direct the Board through its decision-making process, and are responsible for development and application of all Board policies and practices; direct functions of the Board as delegated during the absence of the Chair.

3 SOLICITORS – Advise the Board of all legal matters pertaining to its operations; represents the Board in court proceedings respecting Board decisions.

4 DIRECTOR OF SETTLEMENT – Responsible for processing all applications to the Board; develops settlement strategies, maintains case control, and supervises the Calgary Manager and labour relations officers; serves as chief returning officer; acts as primary liaison with employees, employers and trade unions in their dealings with the Board.

5 DIRECTOR OF ADMINISTRATION – Responsible for the Board's staffing, facilities, budget, publications and computer systems; develops and revises Board policies and procedures.

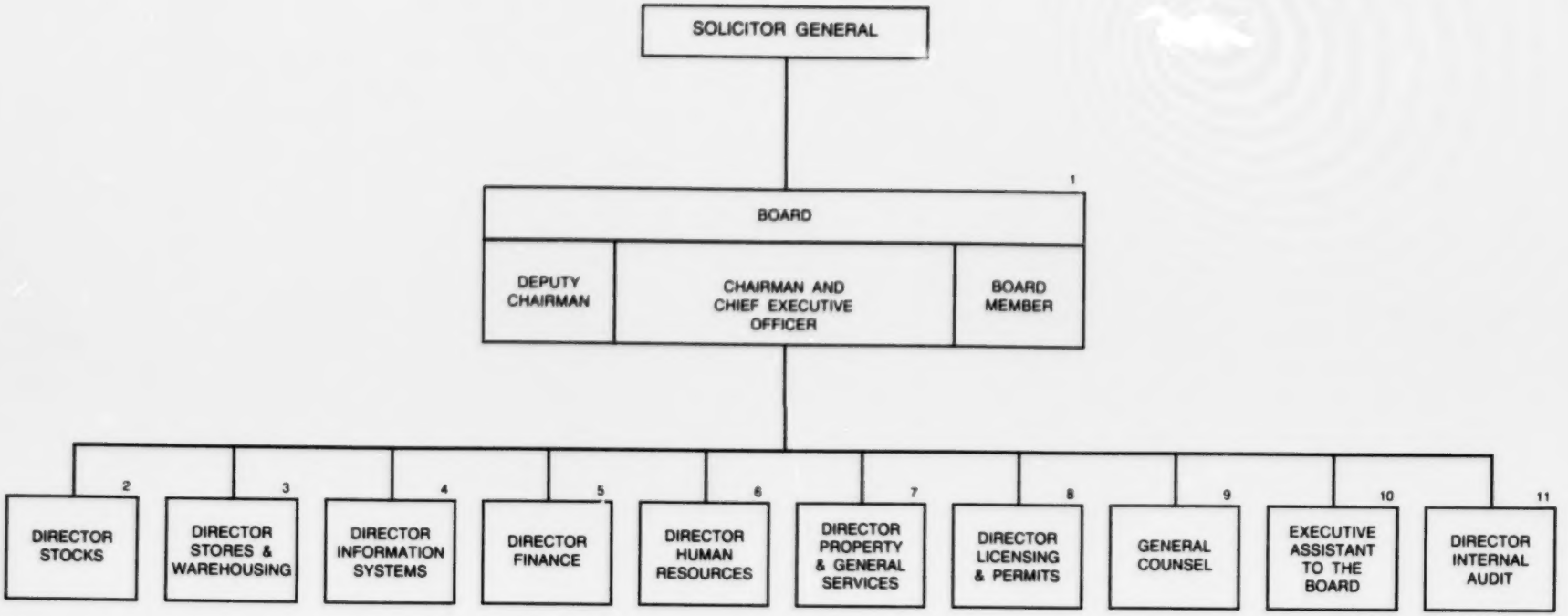
6 CALGARY MANAGER – Responsible for managing the Calgary office; performs the role of the Director of Settlement for southern Alberta; processes applications and supervises labour relations officers; provides staff training and development.

7 BOARD OFFICERS – Investigate applications before the Board; report findings, investigate complaints alleging unfair labour practices; explain Board policy to affected parties; conduct votes directed by the Board; and effect settlements within policy and practice of the Board respecting application of the pertinent legislation.

Alberta

LIQUOR CONTROL BOARD

NOVEMBER, 1989



1 BOARD (CHAIRMAN, DEPUTY CHAIRMAN and BOARD MEMBER) – Responsible for administering the Liquor Control Act and establishing general policy.
CHIEF EXECUTIVE OFFICER – Directs all corporate operational activities; interprets Board policy and ensures its implementation throughout the corporation.

2 DIRECTOR, STOCKS – Administers the listings and purchases of liquor, wine and beer; acts as a liaison with industry representatives; analyses Board requirements and potential public demand for various products; supervises and controls inventories, sales, marketing, movement of merchandise and clearance of stocks in and out of bond.

3 DIRECTOR, STORES AND WAREHOUSING – Responsible for directing the operation of stores and warehouses including the review of policies and decisions affecting product distribution and retail sales; reviews the need for new stores and renovation of existing stores, as well as new methods of operation.

4 DIRECTOR, INFORMATION SYSTEMS – Responsible for the application of technology to Board operations to enhance efficiency and effectiveness; directs the operation of the electronic data processing facility, systems development and information centre.

5 DIRECTOR, FINANCE – Administers the financial services of the Board through the development of sound fiscal policies and procedures, the establishment of responsible budgetary and financial planning processes, the provision of timely financial reporting systems and methods, and the control of the treasury, risk management and environmental services functions.

6 DIRECTOR, HUMAN RESOURCES – Develops and administers a comprehensive province-wide human resources program including negotiating collective agreements, staffing, labour relations, employee relations, training and development, occupational health and safety, and the administration of the collective agreements and official pay plans; provides advice and assistance to all departmental officials on human resources matters.

7 DIRECTOR, PROPERTY AND GENERAL SERVICES – Directs the development and administration of property acquisitions, construction, property management, facility and equipment maintenance, security, and corporate support services including purchasing, supply services, printing and reproduction, asset disposal, contract management, courier, secretarial, and accommodation services.

8 DIRECTOR, LICENSING AND PERMITS – Ensures that licensing provisions of the Liquor Control Act and regulations and Board policy are complied with, in relation to licensed premises and permit functions throughout the province; acts as a liaison between law enforcement and municipal agencies and the Board.

9 GENERAL COUNSEL – Acts as corporate secretary; advises the Board and its departments on general legal matters as well as other government agencies on the Liquor Control Act; negotiates and drafts commercial contracts, leases and tenders and completes real estate transactions; assists in drafting policies and legislation.

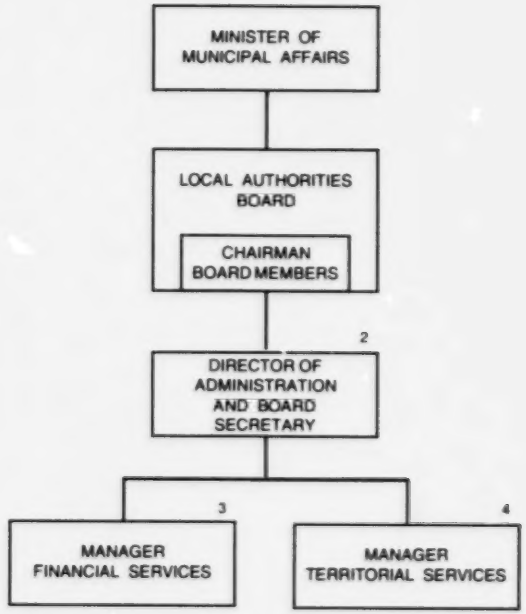
10 EXECUTIVE ASSISTANT TO THE BOARD – Responsible for public communication on behalf of the Board; prepares draft correspondence and briefs for the Board and Minister; administers the review of manufacturers' advertising and promotional activities.

11 DIRECTOR, INTERNAL AUDIT – Develops and administers the internal audit functions of the Board; responsible for the audit of all Board operations including stores and warehouses, as well as contracted agents; reviews and assesses internal controls and advises departments.

Alberta

LOCAL AUTHORITIES BOARD

NOVEMBER, 1989



1 CHAIRMAN – Chairs meetings and hearings of the Board and acts as chief executive to administer, coordinate and control a program to develop and sustain local autonomy respecting the development of local government in Alberta.

2 DIRECTOR OF ADMINISTRATION AND BOARD SECRETARY – Provides technical, budgeting and administrative services to the Board and to municipalities; ensures the processing of all capital borrowing and territorial applications presented to the Board, and represents the Board to all agencies and local governments.

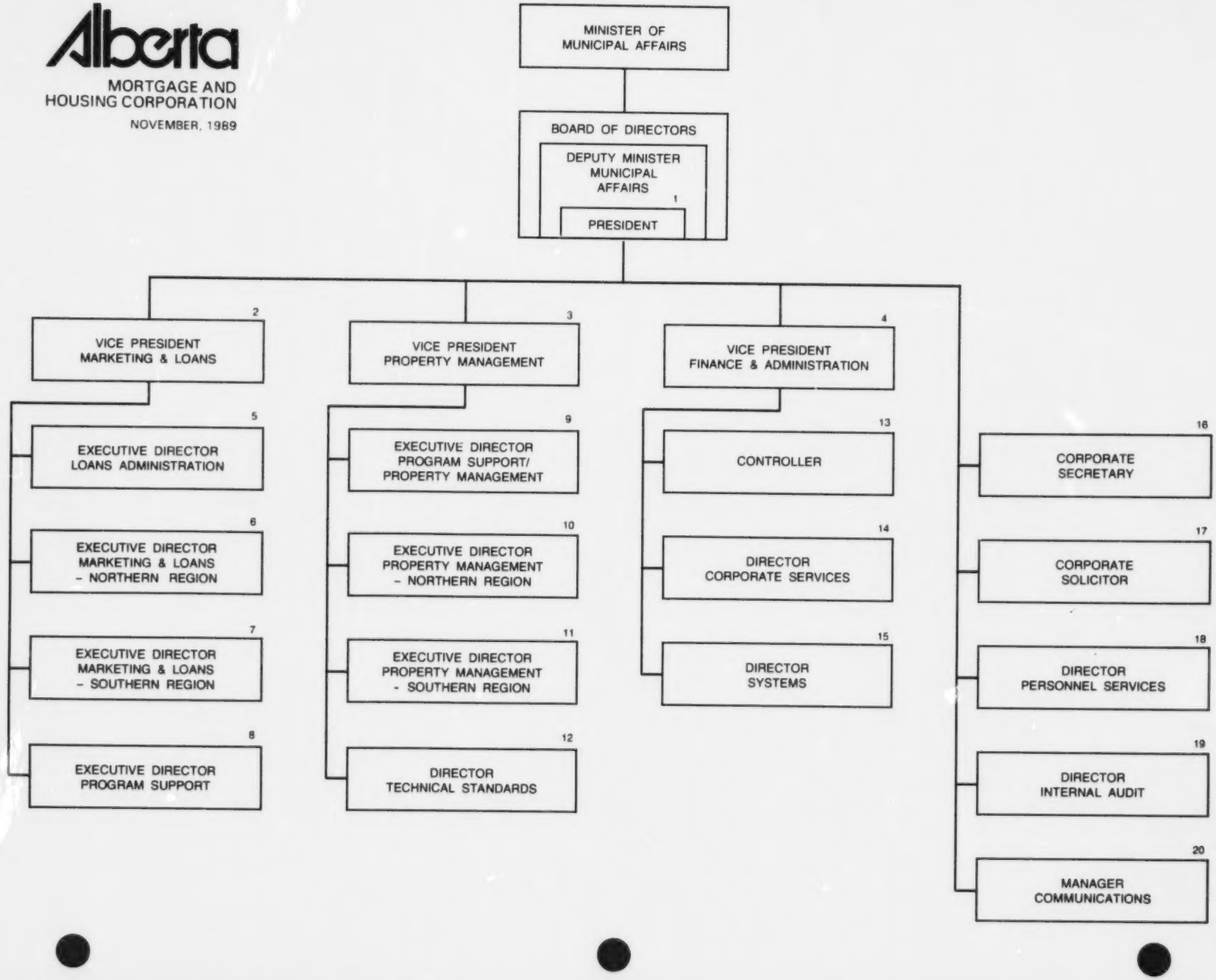
3 MANAGER, FINANCIAL SERVICES – Provides financial and accounting services to the Board and controls all data on debenture issuances.

4 MANAGER, TERRITORIAL SERVICES – Provides technical services to the Board pertaining to all territorial applications.

Alberta

MORTGAGE AND HOUSING CORPORATION

NOVEMBER, 1989



ALBERTA MORTGAGE AND HOUSING CORPORATION

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 PRESIDENT – Responsible for the administration of the Alberta Mortgage and Housing Corporation Act and the overall management of the Corporation, as delegated by the Board of Directors; acts as Vice-chairman of the Board of Directors, and as liaison between the administration of the Corporation, the Deputy Minister of Municipal Affairs, and the Chairman of the Board, the Minister of Municipal Affairs.

2 VICE PRESIDENT, MARKETING AND LOANS – Responsible for the overall administration of the Corporation's mortgage and mortgage insurance portfolio, the management of the Corporation's land holdings and the marketing of designated A.M.H.C.-owned properties and land.

3 VICE PRESIDENT, PROPERTY MANAGEMENT – Responsible for the overall management of the Corporation's housing portfolio which includes the planning and construction of projects and the administration of the A.M.H.C.'s social housing programs and market rental portfolio.

4 VICE PRESIDENT, FINANCE AND ADMINISTRATION – Responsible for the overall management of the Corporation's administrative and financial services including the provision of capital and operating funds, general office services, and financial accounting for and internal control of all assets, liabilities, revenues and expenses.

5 EXECUTIVE DIRECTOR, LOANS ADMINISTRATION – Responsible for the administration of the loan portfolio including loan security and repayment, the payment of property taxes and the administration of federal/provincial housing program loans.

6 EXECUTIVE DIRECTOR, MARKETING AND LOANS – NORTHERN REGION – Responsible for the management of corporate real estate and land holdings, the disposition of owned properties, and all lending activity within the northern portion of the province.

7 EXECUTIVE DIRECTOR, MARKETING & LOANS – SOUTHERN REGION – Responsible for the management of Corporate real estate and land holdings, for the disposition of owned properties, and all lending activity within the southern portion of the province.

8 EXECUTIVE DIRECTOR, PROGRAM SUPPORT – MARKETING & LOANS – Responsible for the establishment, administration, monitoring and assessment of all programs, professional and reporting standards for the Marketing and Loans Division, including marketing, listing and appraisal standards.

9 EXECUTIVE DIRECTOR, PROGRAM SUPPORT/PROPERTY MANAGEMENT – Responsible for providing property management services, program support, and financial services to the regional and district offices of the Property Management Division to ensure consistency throughout the province.

10 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT – NORTHERN REGION – Responsible for the planning, construction, maintenance and management of social housing projects and the market rental portfolio for the northern portion of the province.

11 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT – SOUTHERN REGION – Responsible for the planning, construction, maintenance and management of social housing projects and the market rental portfolio for the southern portion of the province.

12 DIRECTOR, TECHNICAL STANDARDS – Responsible for establishing, monitoring and controlling the technical standards employed in housing projects, including developing procedures and testing criteria for construction materials, methods and cost levels.

13 CONTROLLER – Responsible for directing the Corporation's financial services, the provision of capital and operating funds, and financial accounting for and the internal control of all assets, liabilities, revenues and expenses.

14 DIRECTOR, CORPORATE SERVICES – Responsible for the procurement of office space, goods and services, the management of office services, and the administration of fixed assets.

15 DIRECTOR, SYSTEMS – Responsible for directing the Corporation's electronic data processing and office automation services, and the provision of hardware and software, systems development and maintenance.

16 CORPORATE SECRETARY – Serves as the official secretary and resource person for the Alberta Mortgage and Housing Corporation's Board of Directors and as the coordinator of appointments to housing authorities.

17 CORPORATE SOLICITOR – Represents the Corporation on legal matters, interprets legislation, drafts all legal documents, and provides legal advice.

18 DIRECTOR, PERSONNEL SERVICES – Responsible for the administration of the personnel program, providing personnel consultant services to the Corporation's management, and advising all employees on personnel matters.

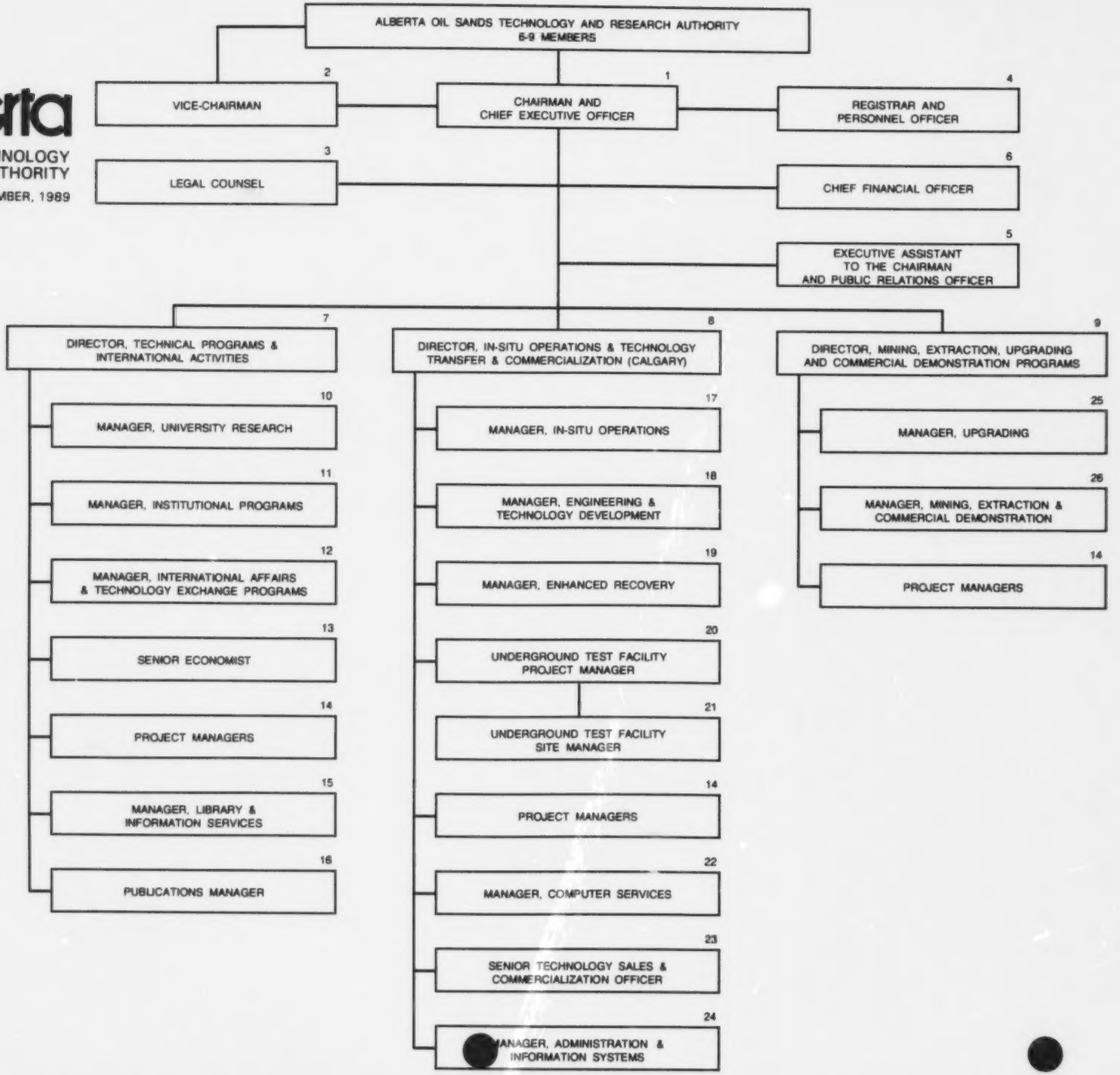
19 DIRECTOR, INTERNAL AUDIT – Responsible for providing an independent, comprehensive assessment of the performance of the Corporation's departments and management agencies through analysis of financial, administrative and other departmental and agency operations.

20 MANAGER, COMMUNICATIONS – Responsible for directing all public relations, advertising, information services and related communications requirements of the Corporation.

Alberta

OIL SANDS TECHNOLOGY AND RESEARCH AUTHORITY

NOVEMBER, 1989



ALBERTA OIL SANDS TECHNOLOGY AND RESEARCH AUTHORITY

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

The Alberta Oil Sands Technology and Research Authority (AOSTRA) operates under an act of the Legislature to provide the means whereby research into technological methods to obtain increased production from the oil sands, heavy oil and conventional petroleum reservoirs of Alberta may be assisted, promoted and encouraged. The Authority consists of six to nine members, appointed by the Lieutenant Governor in Council to administer a research fund to which the Cabinet has to date made a total commitment of $501 million.

1 CHAIRMAN AND CHIEF EXECUTIVE OFFICER – Appointed by the Lieutenant Governor in Council, acts as chief executive and administrative officer and is responsible for ensuring that the stated purposes of AOSTRA are met and for implementing policies and programs approved by the Authority.

2 VICE-CHAIRMAN – Appointed by the Lieutenant Governor in Council from among the members, assists the Chairman and performs the function of chairman in his absence.

3 LEGAL COUNSEL – Acts as general legal counsel for the Authority, and prepares legal agreements for AOSTRA.

4 REGISTRAR & PERSONNEL OFFICER – Acts as recording secretary to the Authority, receives all applications for financial and technical assistance, and maintains liaison between applicants and the Authority; functions as the personnel officer for AOSTRA.

5 EXECUTIVE ASSISTANT TO THE CHAIRMAN AND PUBLIC RELATIONS OFFICER – Provides assistance to the Chairman and Vice-Chairman in the administration of the executive offices; coordinator for AOSTRA Annual Report and all other publications; responsible for organization of facilities and registration for AOSTRA conferences and workshops; in consultation with the Chairman, arranges for the drafting and release of information to the media.

6 CHIEF FINANCIAL OFFICER – Responsible for AOSTRA's financial control and financial administrative functions, through the use and maintenance of proper accounting, reporting and auditing procedures.

7 DIRECTOR, TECHNICAL PROGRAMS AND INTERNATIONAL ACTIVITIES – Responsible for directing AOSTRA's university and institutional programs, for evaluation of applications and for international activities in regard to technology conferences, interchanges, and agreements.

8 DIRECTOR, IN-SITU OPERATIONS AND TECHNOLOGY TRANSFER AND COMMERCIALIZATION – Responsible for direction of AOSTRA's in-situ recovery programs, enhanced recovery programs, environmental audits, and for the sale, transfer and commercialization of technology developed and owned by AOSTRA.

9 DIRECTOR, MINING, EXTRACTION, UPGRADING AND COMMERCIAL DEMONSTRATION PROGRAMS – Responsible for directing AOSTRA's mining, extraction, upgrading and environmental programs and for commercial demonstration of technology from ongoing programs.

10 MANAGER, UNIVERSITY RESEARCH – Manages AOSTRA's programs at universities by assisting in program selection, identifying research targets, reviewing progress reports, and transferring results to other AOSTRA-sponsored projects.

11 MANAGER, INSTITUTIONAL PROGRAMS – Manages AOSTRA's programs at various research institutes by assisting in program selection, identifying research targets, reviewing progress reports, and transferring results to other AOSTRA-sponsored projects.

12 MANAGER, INTERNATIONAL AFFAIRS AND TECHNOLOGY EXCHANGE PROGRAMS – Initiates and administers international conferences, multi-national technology transfer agreements, and general international information exchange on AOSTRA heavy oil and oil sands technologies.

13 SENIOR ECONOMIST – Under the supervision of the Director of Technical Programs and International Activities, administers and conducts economic evaluations required by the Authority on new oil sand recovery and processing concepts and, on request, re-examines the economics of AOSTRA's ongoing projects.

14 PROJECT MANAGERS – Reporting to a director, serve temporary assignments on approved projects; these positions are filled by experienced engineers, managers and consultants. Represent AOSTRA on joint industry projects when special expertise is required.

15 MANAGER, LIBRARY AND INFORMATION SERVICES – Manages and administers the library and information services in Edmonton and Calgary.

16 PUBLICATIONS MANAGER – Works with directors, managers, authors and editors to ensure high quality and accuracy in AOSTRA publications; prepares budget estimates, supervises style and format, and arranges printing of AOSTRA publications.

17 MANAGER, IN-SITU OPERATIONS – Manages AOSTRA's thermal and in-situ projects.

18 MANAGER, ENGINEERING AND TECHNOLOGY DEVELOPMENT – Manages a team of specialists to provide technical support for ongoing in-situ and thermal projects.

19 MANAGER, ENHANCED RECOVERY – Manages AOSTRA's enhanced recovery projects in conventional petroleum reservoirs.

20 UNDERGROUND TEST FACILITY PROJECT MANAGER – Manages the financial, technical and administrative functions of the underground test facility project at the Athabasca site.

21 UNDERGROUND TEST FACILITY SITE MANAGER – Responsible for managing the day-to-day operation of the test facility and ensuring that field activities effectively carry out the objectives of the R&D program.

22 MANAGER, COMPUTER SERVICES – Responsible for managing and retrieving technological data arising from AOSTRA's pilot projects and from the industry projects which have contracted to use AOSTRA's data base system.

23 SENIOR TECHNOLOGY SALES AND COMMERCIALIZATION OFFICER – Administers AOSTRA's technical sales programs, licensing programs and international agreements.

24 MANAGER, ADMINISTRATION AND INFORMATION SYSTEMS – Coordinates administrative and support services in the Calgary office.

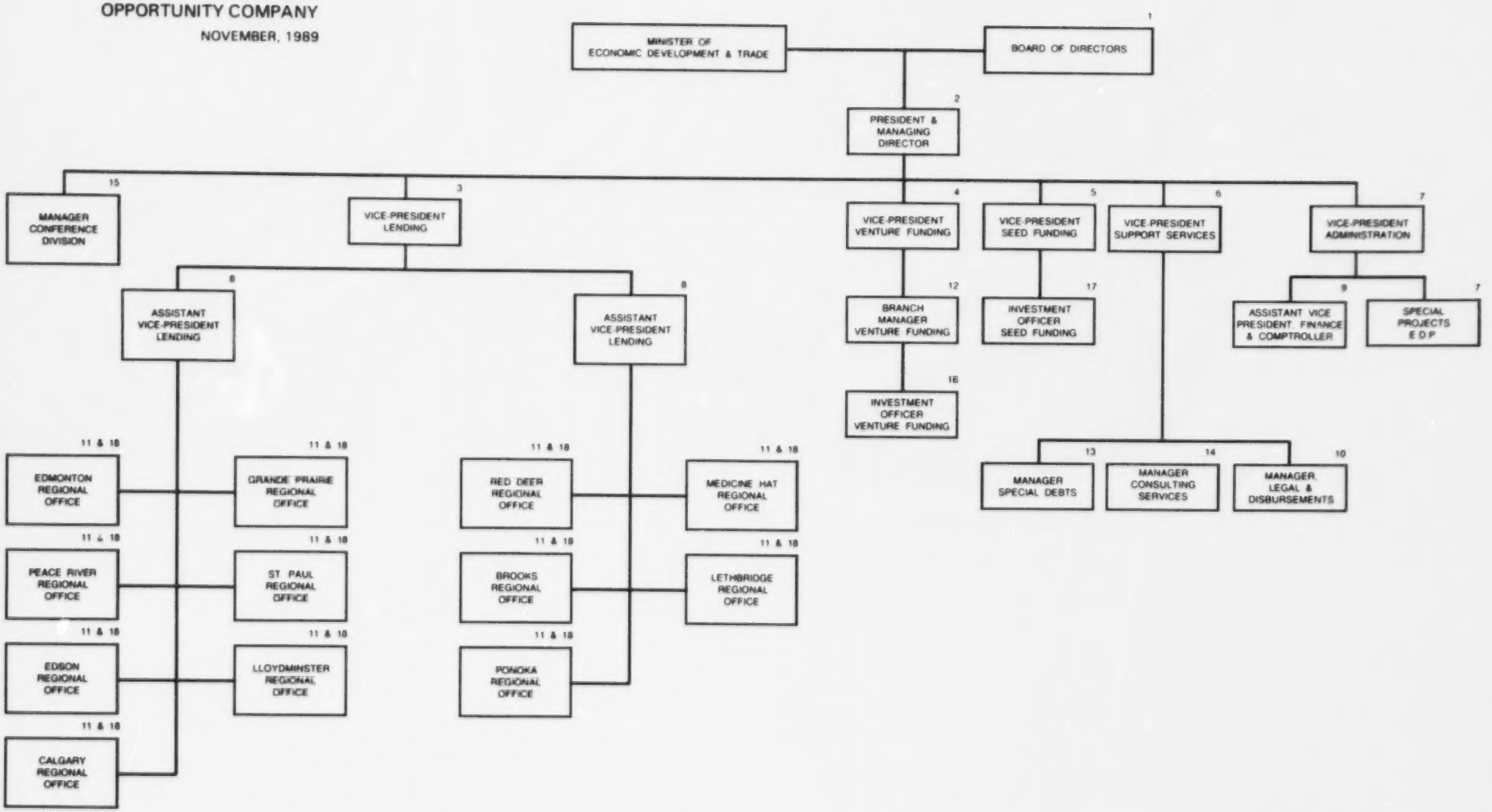
25 MANAGER, UPGRADING - Manages AOSTRA's upgrading projects; provides expertise in the design and operation of such projects and obtains patents on technology arising from them.

26 MANAGER, MINING, EXTRACTION AND COMMERCIAL DEMONSTRATION - Manages AOSTRA's mining and extraction projects; provides expertise in the design and operation of such projects and obtains patents on technology arising from them.

Alberta

OPPORTUNITY COMPANY

NOVEMBER, 1989



1 BOARD OF DIRECTORS – Comprised of members of the business community, directs and controls the conduct of the business and affairs of the Company.

2 PRESIDENT & MANAGING DIRECTOR – As the chief executive officer of the Company and a member of the Board, is responsible for the daily administration and management of A.O.C.'s business affairs.

3 VICE PRESIDENT, LENDING – Directs the lending division of the Company with responsibility for all credit evaluations and authorizations in connection with applications for financial assistance from businesses.

4 VICE PRESIDENT, VENTURE FUNDING – Directs the venture funding division of the Company with responsibility for all analyses, evaluations and authorizations of venture investments in businesses applying for such funding.

5 VICE PRESIDENT, SEED FUNDING – Directs the seed funding division of the Company with responsibility for all analyses, evaluations and authorizations of seed investments in businesses applying for such funding.

6 VICE PRESIDENT, SUPPORT SERVICES – Responsible for coordinating and directing all activities of the special debts division, which includes all insolvency actions; directs consulting services and the legal and disbursements division of the Company.

7 VICE PRESIDENT, ADMINISTRATION – Responsible for the administration and financial activities of the Company; directs special electronic data processing projects.

8 ASSISTANT VICE PRESIDENT, LENDING – Responsible for the administration of the credit evaluation procedures followed throughout the Company in the processing of applications for financial assistance from businesses.

9 ASSISTANT VICE PRESIDENT, FINANCE & COMPTROLLER – Responsible for the accounting function and for the production of financial reports on the activities of the Company.

10 MANAGER, LEGAL & DISBURSEMENTS – Responsible for providing follow-up on disbursement of loans with regard to documentation, verification of expenditures, and disbursement of loan funds.

11 BRANCH MANAGER – Directs the daily operations of the regional office and is responsible for applying the credit evaluation procedures followed in the processing of applications for financial assistance from businesses.

12 BRANCH MANAGER, VENTURE FUNDING – Directs the daily operations of the regional office and is responsible for evaluating and analyzing applications for venture funding.

13 MANAGER, SPECIAL DEBTS – Deals with accounts assigned to support services to determine the best course of action to follow in order to resolve problems and provide remedial action.

14 MANAGER, CONSULTING SERVICES – Provides consulting services to A.O.C. borrowers and non-borrowers which include identifying problems, finding and implementing solutions, and providing follow-up as required.

15 MANAGER, CONFERENCE DIVISION – Responsible for coordinating and directing all activities related to presenting the Company's entrepreneurs' conferences.

16 INVESTMENT OFFICER, VENTURE FUNDING – Interviews applicants for venture funding, and analyzes and assesses the applications; follows up on approved applications.

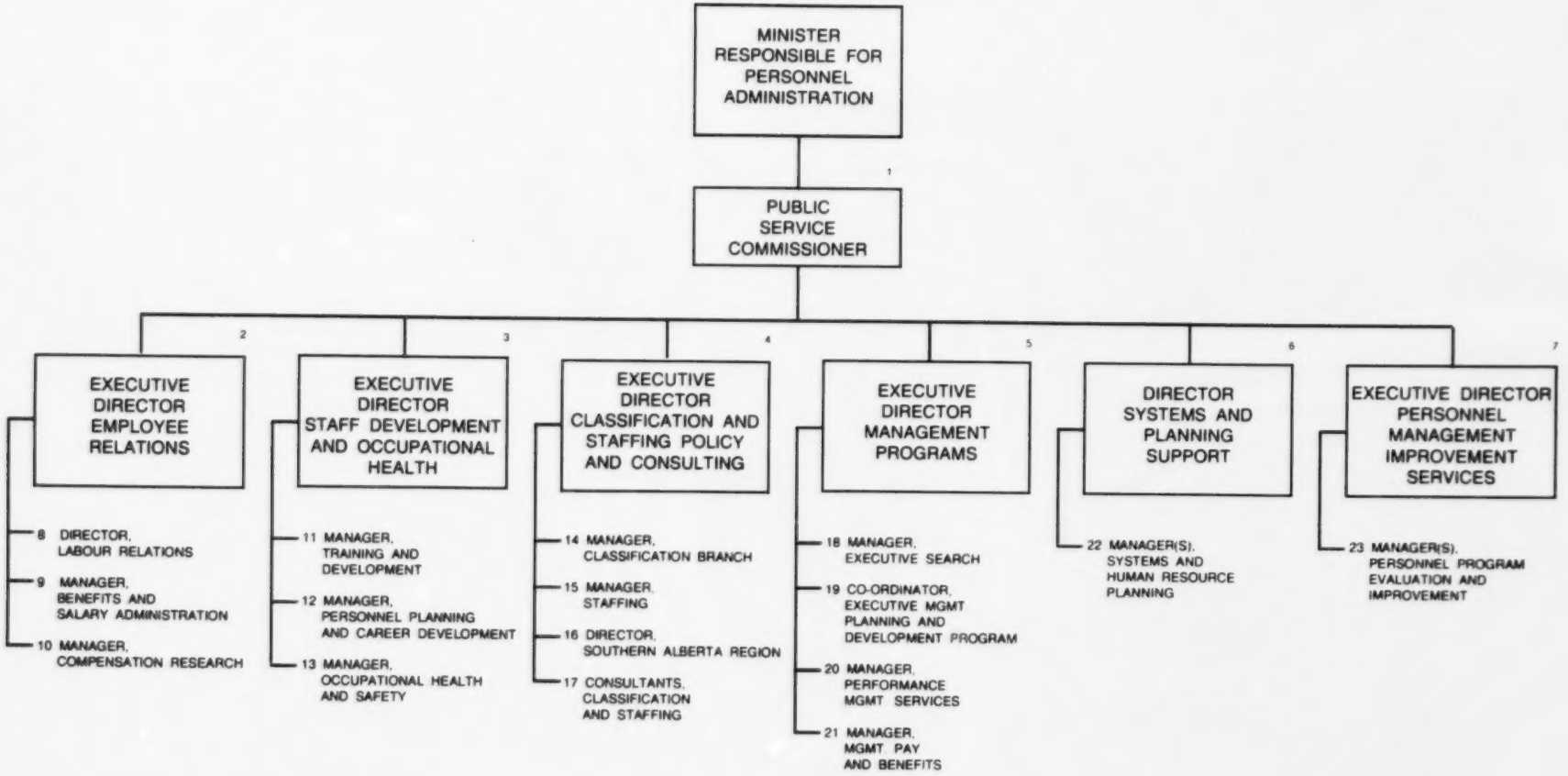
17 INVESTMENT OFFICER, SEED FUNDING – Interviews applicants for seed funding, and analyzes and assesses the applications; follows up on approved applications.

18 COMMERCIAL CREDIT OFFICER – Interviews prospective loan applicants, and analyzes and assesses loan applications; for approved loans, assists with implementation of the loans and follow-up reviews of the borrowers' progress.

Alberta

PERSONNEL
ADMINISTRATION OFFICE

NOVEMBER, 1989



1 PUBLIC SERVICE COMMISSIONER – Provides advice to the Minister and the Government on personnel policy and legislation, and develops and administers systems to implement policies and practices; advises and informs the Minister on all aspects of personnel administration; manages a comprehensive personnel program which is implemented through divisions of the Personnel Administration Office; provides advice and assistance to departmental officials on personnel matters.

2 EXECUTIVE DIRECTOR, EMPLOYEE RELATIONS – Responsible for the negotiation and administration of collective agreements, the development and administration of regulations and benefit programs, and the management of compensation research.

3 EXECUTIVE DIRECTOR, STAFF DEVELOPMENT AND OCCUPATIONAL HEALTH – Provides training and development services to assist departments in achieving effective development and utilization of their human resources, consistent with the needs of individuals and the Alberta public service; coordinates initiatives for female employees, and provides career development assistance to departments through the services of the Career Planning Centre; coordinates a service-wide occupational health and safety program aimed at protecting and maintaining the health of employees.

4 EXECUTIVE DIRECTOR, CLASSIFICATION AND STAFFING POLICY AND CONSULTING – Responsible for providing effective, equitable classification and staffing policies and procedures to enable departments of the Government of Alberta to acquire and retain a qualified workforce.

5 EXECUTIVE DIRECTOR, MANAGEMENT PROGRAMS – Responsible for a central comprehensive personnel program for management employees in the Alberta public service; coordinates the recruitment and selection of senior managerial personnel, directs management compensation programs and activities in the identification of managerial personnel and organizational requirements; develops programs for the utilization of managerial resources; provides a consultative service on staff relations and a code of conduct and ethics for management and opted-out staff; provides assistance on the application of performance appraisals for management employees.

6 DIRECTOR, SYSTEMS AND PLANNING SUPPORT – Responsible for the management of systems, personnel payroll and human resource planning functions for the Personnel Administration Office; coordinates special projects relating to finance and administration needs as well as program development activities.

7 EXECUTIVE DIRECTOR, PERSONNEL MANAGEMENT IMPROVEMENT SERVICES – Responsible for providing an integrated and comprehensive review of personnel programs and services, to ensure that they are effective throughout the Government of Alberta.

8 DIRECTOR, LABOUR RELATIONS – Responsible for assimilating and developing recommendations for collective bargaining, and providing the chief spokespersons and strategists for the Government or Crown agencies in negotiation sessions. This section also provides a consultative service to departments on contract interpretation and administration, grievance handling, and discipline.

9 MANAGER, BENEFITS AND SALARY ADMINISTRATION – Responsible for policy recommendations, interpretation and administration of personnel regulations, pay plans and employee benefit programs; provides a consultative service to departments on the foregoing.

10 MANAGER, COMPENSATION RESEARCH – Responsible for the central compensation research program of the Personnel Administration Office; develops reports and recommendations on pay-related matters in support of the collective bargaining process and all other forms of pay determination undertaken for various non-bargaining groups.

11 MANAGER, TRAINING AND DEVELOPMENT – Responsible for program design, delivery and evaluation and coordination of training courses in keeping with divisional goals; provides advice and assistance to departments in all aspects of human resource development.

12 MANAGER, PERSONNEL PLANNING AND CAREER DEVELOPMENT – Responsible for initiating and coordinating action to assist in the full utilization of women employees. The emphasis of this program is on career planning and development for women within the Alberta public service.

13 MANAGER, OCCUPATIONAL HEALTH AND SAFETY – Responsible for the direction, coordination and administration of the in-service occupational health and safety programs which include occupational health, medicine, safety and hygiene, and the diagnostic and referral program for employees with behavioral health problems.

14 MANAGER, CLASSIFICATION BRANCH – Responsible for the overall administration of the management and non-management classification plans; revises and updates the plans; maintains review and reporting systems of delegated activity; provides consultative and training services to departments, and allocates non-delegated transactions.

15 MANAGER, STAFFING – Responsible for the overall administration of the public service staffing function, with the exception of executive management level positions; provides job and career information to the general public and public service employees; administers a cross-government recruitment advertising program; conducts reviews of recruitment and selection activities across the public service; assists in facilitating the placement of employees affected by downsizing; conducts a program to assist disadvantaged citizens of Alberta to obtain meaningful employment in the public service.

16 DIRECTOR, SOUTHERN ALBERTA REGION – Develops and provides personnel administration services in the southern region as representative of all divisions of the Personnel Administration Office. This regional office is located in Calgary.

17 CONSULTANTS, CLASSIFICATION AND STAFFING – Responsible for establishing and maintaining effective communication links between departments and the Classification and Staffing Policy and Consulting Division, representing both the departments' and P.A.O.'s viewpoints to facilitate meeting government-wide classification and staffing program needs.

18 MANAGER, EXECUTIVE SEARCH – Responsible for providing professional and comprehensive recruitment and selection services to senior management and ministers to fill executive manager positions and, on request, provides professional assistance to Executive Council in staffing senior official positions; advises individuals on executive management career opportunities in the Alberta public service; provides assessments of managerial staff for development purposes; maintains an executive resource inventory to support recruitment, redeployment and career development activities.

19 COORDINATOR, EXECUTIVE MANAGEMENT PLANNING & DEVELOPMENT PROGRAM – Responsible for managing a program designed to encourage the mobility of the executive management group across the public service as well as with other jurisdictions and the private sector; under the overall direction of the Executive Management Planning and Development Committee of Deputy Ministers, responsible for the program aimed at developing qualified executives and providing them with increased opportunities for career growth.

20 MANAGER, PERFORMANCE MANAGEMENT SERVICES – Responsible for developing and administering government-wide policies related to performance management and performance appraisal systems; provides consulting and advisory services to departments in handling conduct and discipline processes for management, opted-out and excluded employees; coordinates and administers management interchange programs; coordinates personnel planning initiatives for the management group.

21 MANAGER, MANAGEMENT PAY AND BENEFITS – Responsible for developing and administering policies and programs in the areas of management and senior officials' pay and benefits, contract employment, compensation for medical and dental officers, and conditions of employment for foreign service personnel; provides a consultative service to departments in these areas.

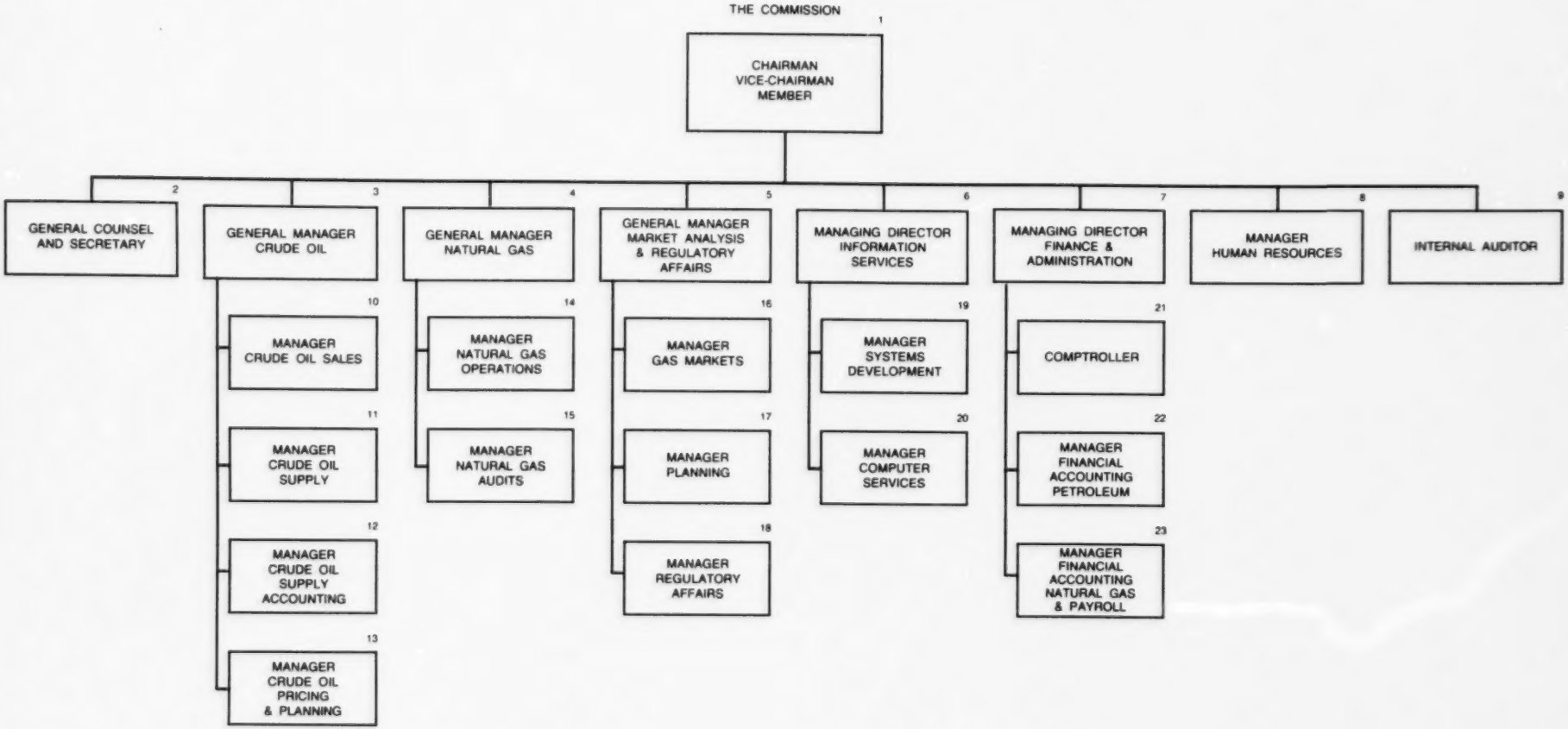
22 MANAGERS, SYSTEMS AND HUMAN RESOURCE PLANNING – Responsible for providing systems design, project management services and consulting services to all departments and divisions within the Personnel Administration Office on all aspects of human resource automation; provide assistance to departments in the areas of human resource planning policy, processes and tools.

23 MANAGERS, PERSONNEL PROGRAM EVALUATION AND IMPROVEMENT – Conduct general evaluations of departmental practices in all personnel areas and make recommendations for changes/improvements to programs and practices; make recommendations on evaluation strategies and processes.

Alberta

PETROLEUM MARKETING COMMISSION

NOVEMBER, 1989



THE COMMISSION – The Commission, under the authority of the Petroleum Marketing Act, acts as an agent of the Crown in marketing the Crown's royalty share of crude oil production. Under an agency agreement, it also markets the Crown's ownership share of Syncrude production in addition to marketing Crown lessee and freehold crude oil production on a contract basis. Under the authority of the Natural Gas Marketing Act, the Commission collects pricing and sales information from sellers of Alberta gas for the purpose of verifying reported royalty revenues and of providing market information to the Alberta Government; determines the existence of producer support for downstream prices proposed by shippers operating under net-back pricing arrangements; and offers its services to shippers and producers in the verification of payments to producers operating under net-back contracts.

The Commission and staff deal extensively with the oil and gas industry and government bodies in Canada and the U.S.A. Advice is provided to the Alberta Government on matters dealing with oil and natural gas markets and revenues. The Commission also represents the Government's interest at regulatory hearings dealing with oil and gas matters. Policy and administrative directives are developed through a weekly management meeting of Commission members and senior staff members.

1 CHAIRMAN – Applies expertise in developing and implementing policy with other Commission members and acts as spokesman for the Commission in dealings with senior members of government and industry; provides policy advice to the Minister of Energy; applies policy direction in representations at regulatory hearings.

VICE CHAIRMAN – Applies expertise in the area of natural gas and in financial, administrative and information services functions of the Commission.

MEMBER – Applies expertise in the areas of crude oil acquisition and marketing and with respect to personnel administration.

2 GENERAL COUNSEL AND SECRETARY – Provides legal counsel to the Commission including matters related to crude oil purchase, sale and exchange contracts, credit and financial documents; interprets and assists in developing legislation and regulations affecting the Commission's function; serves as registrar and custodian of the Commission's official records.

3 GENERAL MANAGER, CRUDE OIL – Administers Commission policy for all functions pertaining to the purchase, receipt, control, sale, delivery and administration of crude and synthetic oil purchased by the Commission and the Alberta royalty share produced from Crown leases; ensures that all relevant activities are in accordance with the Petroleum Marketing Act; advises the Commission on matters relating to crude oil, including changing market conditions, industry activity and market prices; ensures that the best long-term revenue interests of both Alberta and contract producers selling to the Commission are achieved.

4 GENERAL MANAGER, NATURAL GAS – Administers Commission responsibilities under the Natural Gas Marketing Act and related regulations, including the determination of producer support for net-back sales of Alberta natural gas, the collection and analysis of natural gas sales volumes and pricing statistics, and verification, by service contract, of specified revenues and costs incurred under net-back pricing agreements; administers the Take-or-Pay Costs Sharing Act.

5 GENERAL MANAGER, MARKET ANALYSIS AND REGULATORY AFFAIRS – Provides assessments of domestic and international markets for natural gas, crude oil and petroleum products, including supply and price forecasting, and policy and regulatory issues affecting the competitive position of Alberta's natural gas and crude oil production in existing and prospective markets; directs the Commission's participation in regulatory proceedings in Canada and the United States.

6 MANAGING DIRECTOR, INFORMATION SERVICES – Responsible for providing computer systems planning, development and maintenance, electronic data processing and telecommunication services required by the various divisions and departments within the Commission; recommends and directs the formulation and implementation of policies, procedures and standards to ensure the effective and efficient delivery of these services.

7 MANAGING DIRECTOR, FINANCE AND ADMINISTRATION – Assures the Commission of the integrity and accuracy of all financial transactions and accounting records and reports; recommends and administers policies on short-term investments and credit for sale of crude oil; has overall responsibility for banking, payroll, office administration and library services and acts as liaison with Auditor General and Alberta Treasury.

8 MANAGER, HUMAN RESOURCES – Plans, develops and administers programs, policies and practices relating to recruitment, wage and salary administration, training and development, personnel policy, and employee benefits matters.

9 INTERNAL AUDITOR – Verifies that effective internal controls are in place in the Commission's operating systems and procedures, that functional administration is cost-effective and that Commission policies are appropriately maintained.

10 MANAGER, CRUDE OIL SALES – Responsible for the sale of Commission-controlled crude oil to both Canadian and U.S. refiners to achieve maximum revenue realizations; coordinates pipeline movements to sales destinations; administers all aspects of contract documentation; and maintains an industry liaison to provide current information on buyer requirements and market conditions.

11 MANAGER, CRUDE OIL SUPPLY – Determines the Commission's crude oil prices paid for deliveries; monitors and maintains data on crude oil qualities and pipeline tariff costs; maintains purchase agreements with contract suppliers; forecasts monthly crude supply available for marketing; and approves for payment trucking rebates to Crown royalty producers.

12 MANAGER, CRUDE OIL SUPPLY ACCOUNTING – Determines and verifies receipt of Crown royalty and contract petroleum deliveries from all producing batteries; verifies the value of the sale of contract and Crown's royalty share of petroleum; reconciles production, deliveries and inventories of Crown royalty volumes under the Crown royalty verification system; maintains industry liaison to resolve operator and pipeline reporting problems.

13 MANAGER, CRUDE OIL PRICING & PLANNING – Analyzes crude oil markets to determine stream selling prices at various delivery locations; prepares short-term crude oil supply, demand, and price forecasts and other assessments required for operations planning; maintains a central data file containing price information used for management reports and the administration of sales contracts; responsible for the day-to-day trading of crude oil futures contracts.

14 MANAGER, NATURAL GAS OPERATIONS - Receives applications and recommends determinations for price components of gas purchase contracts; recommends the determinations of take-or-pay levies and assesses industry claims for take-or-pay costs reimbursement; administers a system of collecting natural gas prices and sales volumes from industry and the preparation of standard and ad hoc reports from the system; reviews the conduct of natural gas producer votes required under net-back pricing and recommends action by the Commission.

15 MANAGER, NATURAL GAS AUDITS - Organizes and carries out audits of activities under the Natural Gas Marketing Act and the Take-or-Pay Costs Sharing Act; carries out other audit assignments as required.

16 MANAGER, GAS MARKETS - Directs the monitoring and analysis of natural gas sales; advises on the effect of changing conditions on the competitive position of Alberta's natural gas in existing and prospective markets; provides analytical support to the Regulatory Affairs Department; participates in the work of interdepartmental natural gas pricing and supply committees.

17 MANAGER, PLANNING - Directs the monitoring and analysis of crude oil supply and demand; undertakes medium and long-term planning and price forecasting; provides analytical support to the Regulatory Affairs and the Crude Oil Sales departments; participates in the work of interdepartmental crude oil pricing and supply committees.

18 MANAGER, REGULATORY AFFAIRS - Directs the monitoring and analysis of regulatory developments relevant to the transportation and marketing of the Province's crude oil and natural gas production; formulates regulatory policy recommendations in consultation with other government departments and agencies and the energy industry; and oversees the representation of Alberta's interests in regulatory proceedings in Canada and the United States.

19 MANAGER, SYSTEMS DEVELOPMENT - Responsible for the development, enhancement and maintenance of application systems within the Commission; researches and recommends the acquisition of application development tools and packaged software as appropriate.

20 MANAGER, COMPUTER SERVICES - Provides computer services (technical support, data control, data entry and operations) to all divisions within the Commission; responsible for the integrity of the data processing, telecommunications and office automation equipment used within the Commission.

21 COMPTROLLER - Directs the preparation of Commission financial statements and operating fund budgets and acts as liaison with the Auditor General; responsible for office services including the records management program, purchasing, and leasing of office space; acts as Accounting Officer for approval of operating fund expenditures and payroll.

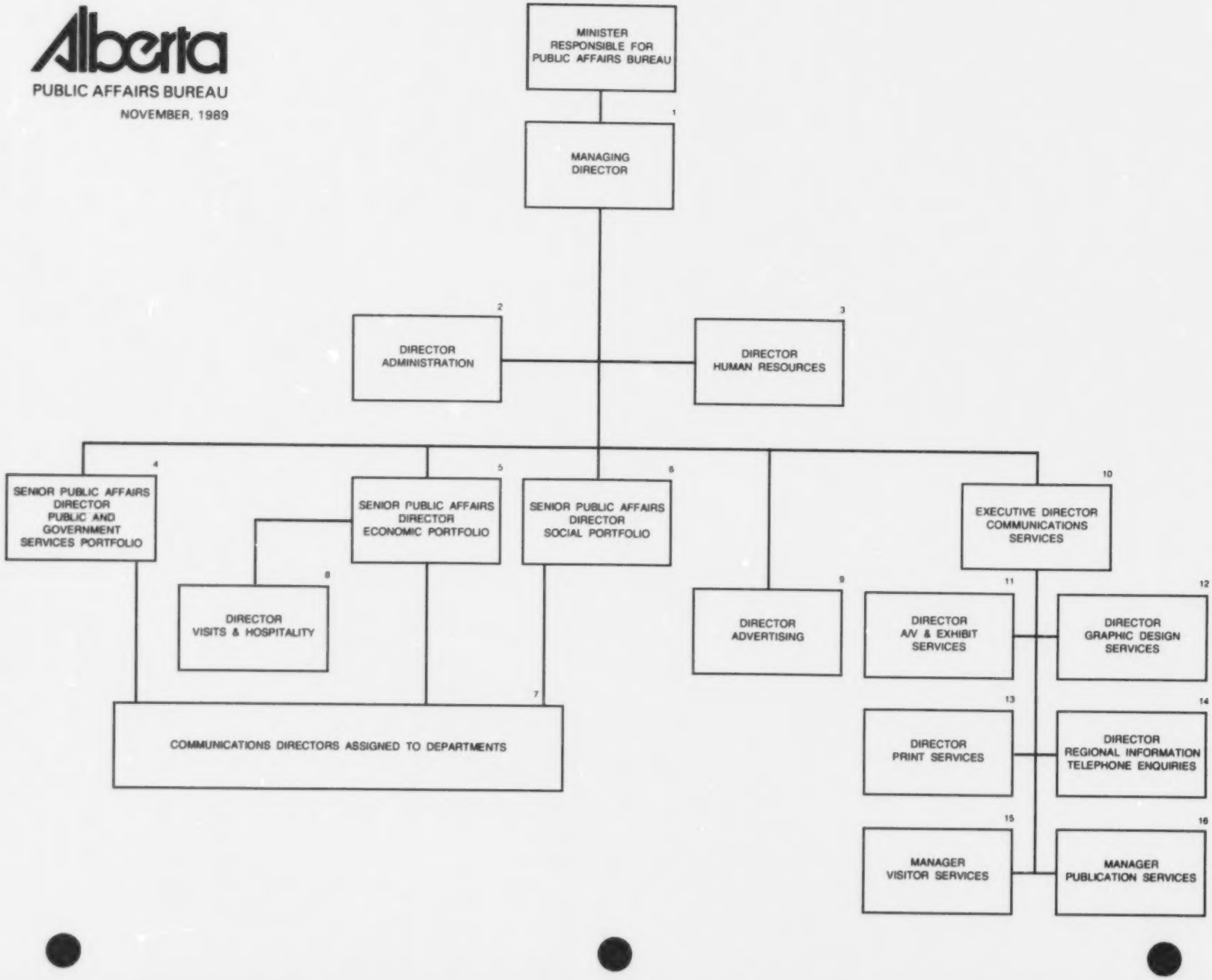
22 MANAGER, FINANCIAL ACCOUNTING - PETROLEUM - Administers the accounting, invoicing, and payment for the petroleum transactions of the Commission.

23 MANAGER, FINANCIAL ACCOUNTING - NATURAL GAS & PAYROLL - Administers the accounting, invoicing and payment for the Commission's gas transactions, and manages the payroll function.

Alberta

PUBLIC AFFAIRS BUREAU

NOVEMBER, 1989



ALBERTA PUBLIC AFFAIRS BUREAU

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 MANAGING DIRECTOR – Administers, coordinates and controls all departmental functions.

2 DIRECTOR, ADMINISTRATION – Responsible for the provision of general administrative and financial support services and the departmental EDP resources.

3 DIRECTOR, HUMAN RESOURCES – Responsible for the administration of the human resources program; provides human resources consultant services to management; advises and guides all employees on human resources matters.

4 SENIOR PUBLIC AFFAIRS DIRECTOR, PUBLIC AND GOVERNMENT SERVICES PORTFOLIO – Responsible for the activities of communications directors and public affairs officers who are assigned to Government departments in the public and government services portfolio; coordinates emergency response and special events.

5 SENIOR PUBLIC AFFAIRS DIRECTOR, ECONOMIC PORTFOLIO – Responsible for the activities of communications directors and public affairs officers who are assigned to Government departments in the economic portfolio; administers the visiting journalists and missions programs and the Communications Committee on Economic Development, Diversification and Trade.

6 SENIOR PUBLIC AFFAIRS DIRECTOR, SOCIAL PORTFOLIO – Responsible for the activities of the communications directors and public affairs officers who are assigned to Government departments in the social portfolio; administers the Communications Committee on the Environment and the Quality of Life.

7 COMMUNICATIONS DIRECTORS – Responsible for the communications needs of their departments, drawing upon the central resources of the Public Affairs Bureau.

8 DIRECTOR, VISITS AND HOSPITALITY – Organizes schedules for missions visiting the province, based on their particular needs and interests.

9 DIRECTOR, ADVERTISING – Responsible for managing the allocation of Government advertising to advertising agencies and for coordinating the development and placement of advertising for the Government.

10 EXECUTIVE DIRECTOR, COMMUNICATIONS SERVICES – Responsible for managing the delivery of and communications production support provided to the Government in the areas of print, graphic design, audio visual, and exhibits and for public services including R.I.T.E., Visitor Services and Publication Services; is the Queen's Printer for the Province of Alberta.

11 DIRECTOR, A/V AND EXHIBIT SERVICES – Manages all services related to providing films, still photography and slide tape presentations for Government departments; coordinates the design, production, shipping, and delivery of displays on location.

12 DIRECTOR, GRAPHIC DESIGN SERVICES – Manages all graphic design services required for communications projects; directs the visual identity program.

13 DIRECTOR, PRINT SERVICES – Responsible for all print procurement, scheduling and tendering of printing services from the private sector.

14 DIRECTOR, REGIONAL INFORMATION TELEPHONE ENQUIRIES (R.I.T.E.) – Responsible for the system of 36 telephone enquiry centres across the province; produces the Government telephone directory and arranges Government listings in Alberta telephone directories; distributes Government news releases over the Alberta Communications Network (ACN).

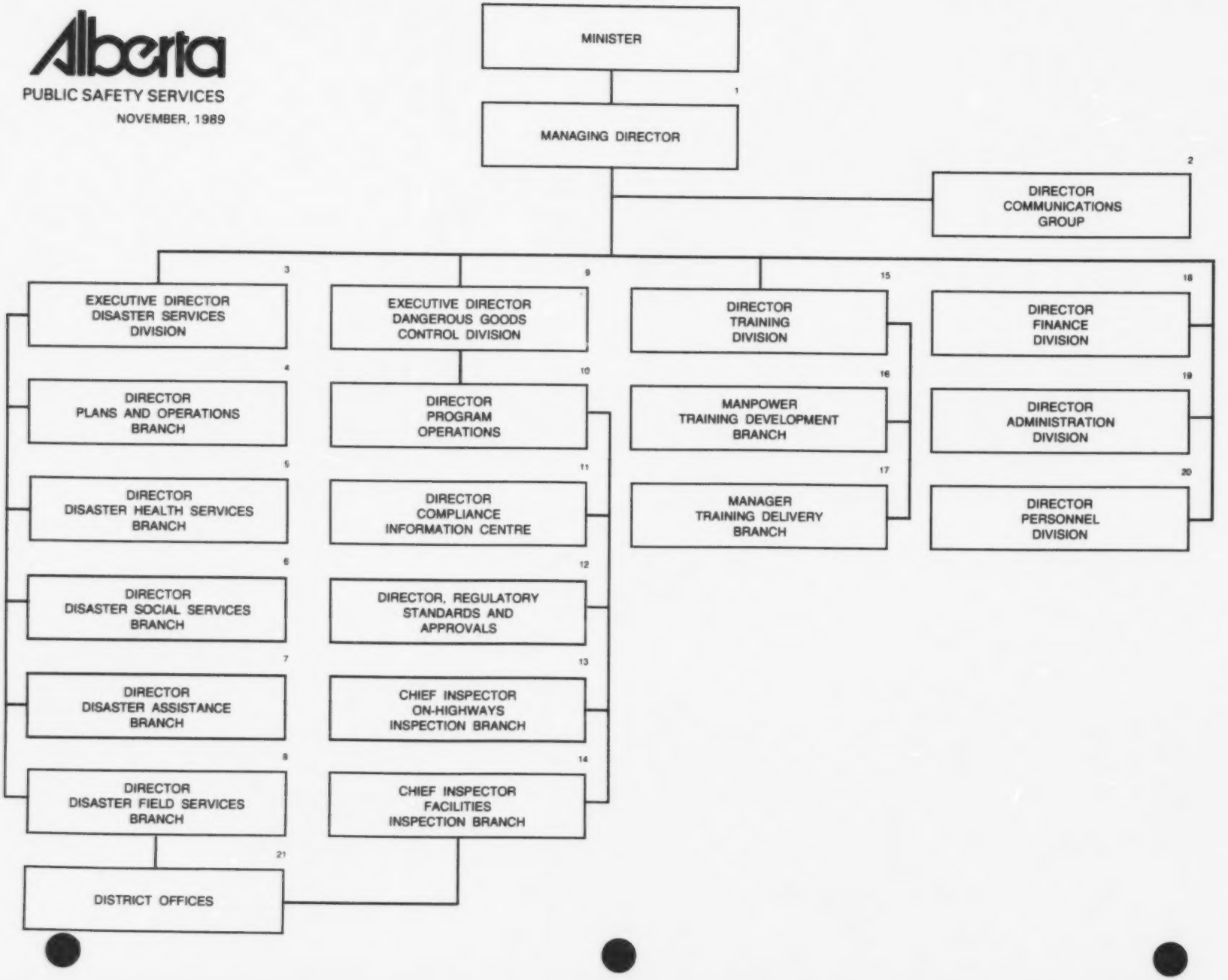
15 MANAGER, VISITOR SERVICES – Responsible for visitors' programs in the Legislature Building, Government Information Centre, and Government House.

16 MANAGER, PUBLICATION SERVICES – Responsible for acquiring and selling acts, statutes and publications from locations in Edmonton and Calgary; publishes and distributes the Alberta Gazette; manages the Provincial Film Library and the cataloguing of all Government publications.

Alberta

PUBLIC SAFETY SERVICES

NOVEMBER, 1989



1 MANAGING DIRECTOR - Responsible for developing and implementing two provincial programs: preparedness for, and response to, emergencies and disasters; and transportation of dangerous goods control, involving Government departments and agencies, industry, municipalities and the public.

2 DIRECTOR, COMMUNICATIONS - Responsible for developing and implementing the Alberta Public Safety Services public relations and information program.

3 EXECUTIVE DIRECTOR, DISASTER SERVICES DIVISION - Responsible to the Managing Director for implementing program policy and for the day-to-day management of the Alberta Public Safety Services program of Emergency Preparedness and Response.

4 DIRECTOR, PLANS AND OPERATIONS BRANCH - Responsible for developing concepts and methods for dealing with emergencies and disasters during peacetime and wartime, preparing draft emergency legislation, maintaining and activating the Alberta Government Emergency Operations Centre, and coordinating emergency response operations involving Alberta Public Safety Services.

5 DIRECTOR, DISASTER HEALTH SERVICES BRANCH - Responsible for promoting, coordinating and assisting in the preparation of disaster plans for Government, municipal and private health care facilities, for training health care personnel in disaster medical and public health procedures, for planning and assisting in the development of a disaster casualty collection system, and for administering, within Alberta, the Federal Government's program of stockpiling and maintaining medical equipment and supplies for emergency use.

6 DIRECTOR, DISASTER SOCIAL SERVICES BRANCH - Responsible for promoting, coordinating and assisting in the preparation of disaster social services plans for municipalities, Government and Government-supported institutions, and for administering the Alberta Government program of stockpiling and maintaining disaster social services supplies.

7 DIRECTOR, DISASTER ASSISTANCE BRANCH - Responsible for promoting, coordinating, and delivering financial recovery assistance programs and related activities which have been approved by the Alberta Government following an emergency or disaster.

8 DIRECTOR, DISASTER FIELD SERVICES BRANCH - Responsible for delivering the Emergency Preparedness and Response program and services to local authorities and industries through seven district offices.

9 EXECUTIVE DIRECTOR, DANGEROUS GOODS CONTROL DIVISION - Responsible to the Managing Director for implementing program policy and for the day-to-day management of the Alberta Public Safety Services program to control transportation of dangerous goods.

10 DIRECTOR, PROGRAM OPERATIONS - Responsible for developing, managing and delivering an information service and compliance program to industry, municipalities and the general public on the statutes and regulations pertaining to transportation of dangerous goods, and for implementing enforcement as necessary.

11 DIRECTOR, COMPLIANCE INFORMATION CENTRE - Responsible for providing 24-hour compliance information in response to enquiries pertaining to the transportation of dangerous goods and providing the agency's initial response to dangerous goods incidents and man-made or natural emergencies.

12 DIRECTOR, REGULATORY STANDARDS AND APPROVALS - Responsible for issuing industrial permits for the transportation of dangerous goods, reviewing municipal dangerous goods bylaws, and recommending dangerous goods routes.

13 CHIEF INSPECTOR, ON-HIGHWAYS INSPECTION BRANCH - Responsible for liaising with police, motor transport services and other government departments to ensure compliance with the Transportation of Dangeorus Goods Control Act and regulations in Alberta.

14 CHIEF INSPECTOR, FACILITIES INSPECTION BRANCH - Responsible for ensuring that industries handling, offering for transport and transporting dangerous goods comply with the provisions of the Transportation of Dangerous Goods Control Act and regulations.

15 DIRECTOR, TRAINING DIVISION - Responsible for developing, organizing and directing Alberta Public Safety Services training courses and exercises; operates a central training facility, and provides extension courses in municipalities throughout the province.

16 MANAGER, TRAINING DEVELOPMENT BRANCH - Responsible for designing and developing new training programs and delivery methods and for upgrading existing programs.

17 MANAGER, TRAINING DELIVERY BRANCH - Responsible for the province-wide delivery of training programs in support of the disaster services and dangerous goods control activities.

18 DIRECTOR, FINANCE DIVISION - Responsible for budget and financial administrative services for Alberta Public Safety Services including accounting, equipment and supplies, grants to municipalities, federal/provincial cost sharing programs, and the financial aspects of emergency operations and disaster assistance programs.

19 DIRECTOR, ADMINISTRATION DIVISION - Responsible for providing all administration services to the agency including accommodation, maintenance, telecommunications, purchasing, records management, insurance, and risk management.

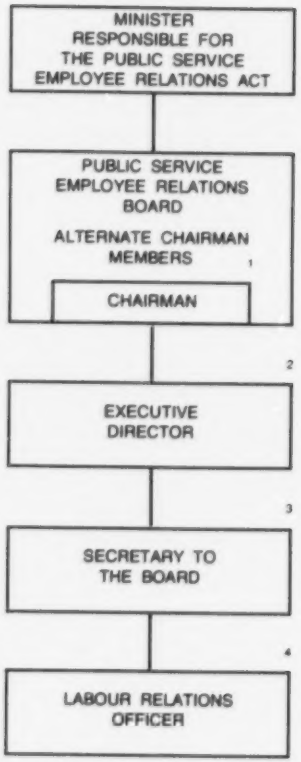
20 DIRECTOR, PERSONNEL DIVISION - Responsible for providing all personnel services to the agency including recruitment, position classification, employee relations, human resource planning and development, occupational health and safety, payroll, and benefits.

21 DISTRICT OFFICES - Responsible for maintaining liaison with local authorities and industries, advising and assisting in the development of emergency preparedness and dangerous goods control, and for enforcement at the local level.

Alberta

PUBLIC SERVICE EMPLOYEE
RELATIONS BOARD

NOVEMBER, 1969



1 CHAIRMAN – Functions on a part-time basis and has the authority of a department head for the purposes of the Public Service Act; chairs and directs the activities of the Public Service Employee Relations Board in all matters affecting the interpretation and enforcement of the Public Service Employee Relations Act; provides general supervision of the Board's administrative staff as to the policies and practices that govern the processing of the Board's caseload.

2 EXECUTIVE DIRECTOR – Has responsibility for the day-to-day activities of the Board's staff, the management of the administrative, accounting, budget and personnel systems utilized to facilitate the operations of the Public Service Employee Relations Board; functions in a resource capacity to the Board in the development of its policies, procedures and decisions.

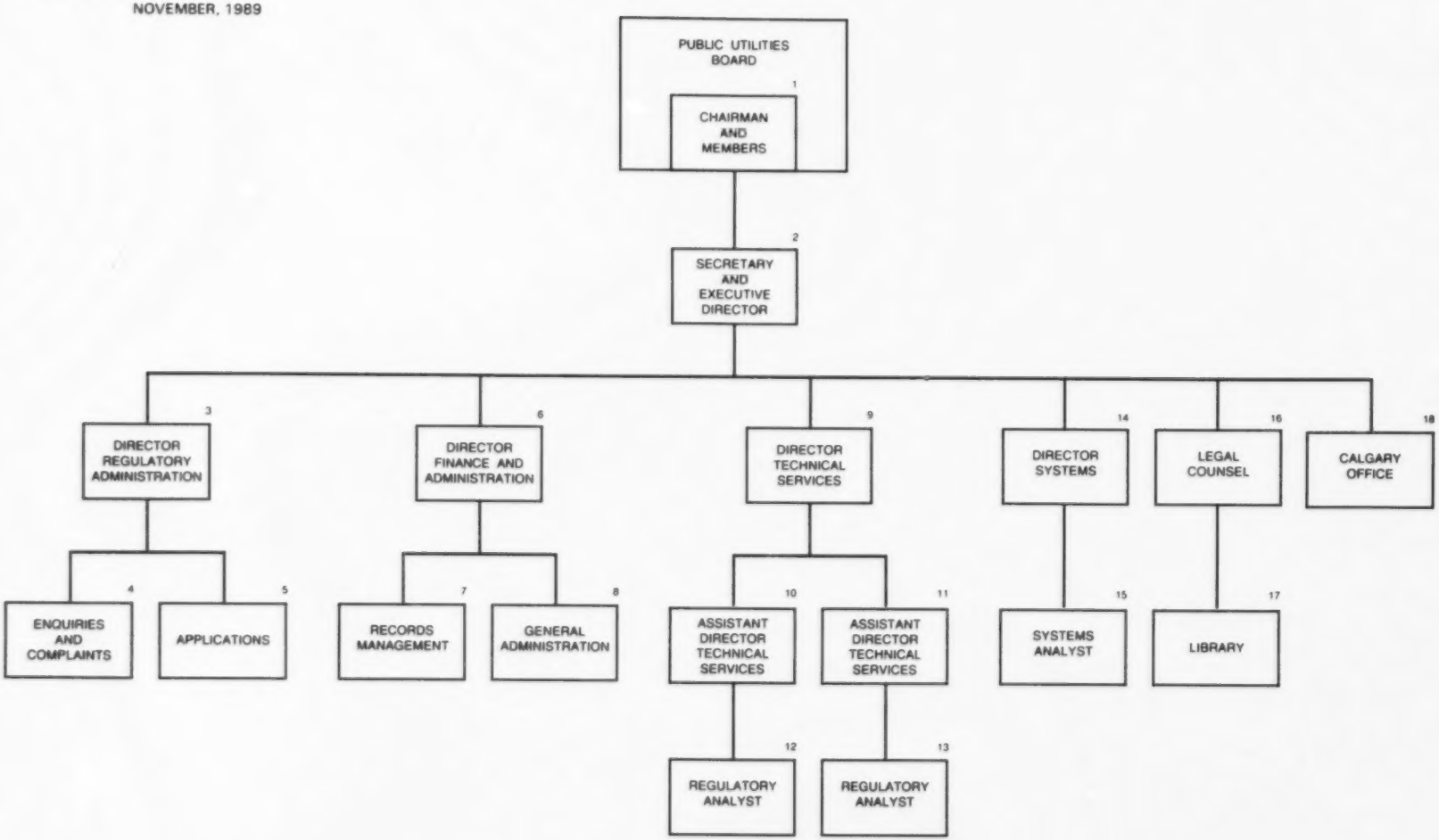
3 SECRETARY TO THE BOARD – Directs the processing, investigation and disposition of all applications made to the Board, and is responsible for the supervision of staff engaged in those activities; has custody of all evidence and particulars on matters before the Board; schedules Board hearings; assembles and presents appropriate documents and information at Board hearings and at Board caucus; functions in a resource capacity to the Board in the development of its policies, procedures and decisions.

4 LABOUR RELATIONS OFFICER – Responsible for the investigation of all matters filed with the Board; investigates and endeavours to settle complaints alleging unfair practices; conducts votes directed by the Board; and endeavours to settle questions relative to the inclusion or exclusion from a bargaining unit of persons referred to the Board.

Alberta

PUBLIC UTILITIES BOARD

NOVEMBER, 1989



A quasi-judicial tribunal with powers to fix rates for and exercise general supervision over public utilities serving the public within Alberta, the Board consists of such number of members as are appointed by the Lieutenant Governor in Council. Provision also exists for the Lieutenant Governor in Council to nominate one or more persons from among whom acting members of the Board may be selected. The authority and jurisdiction of the board is set out in the Public Utilities Board Act, the Gas Utilities Act and various sections of 32 other statutes.

1 CHAIRMAN – Appointed by the Lieutenant Governor in Council, serves as the chief executive officer. He may designate any one member to preside at any sitting of the Board at which he is not present, appoint two or more members to sit as a division of the Board and name any person nominated by the Lieutenant Governor in Council as an acting member, to act on any matter properly before the Board.

2 SECRETARY AND EXECUTIVE DIRECTOR – Responsible to the Board through the Chairman for coordination of the activities of the Board staff, and for overall administration and control of the general affairs of the Board.

3 DIRECTOR, REGULATORY ADMINISTRATION – Responsible for the procedural administration of the Board's regulatory activities and coordinating the investigation of complaints from the general public regarding public utility operations, regulations or rates.

4 ENQUIRIES AND COMPLAINTS – Responsible for processing enquiries from the general public related to utility service and rates.

5 APPLICATIONS – Responsible for the administration of public hearings and the processing of applications of a general nature, particularly municipal franchise approvals.

6 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for the internal control systems of the Board with respect to budget and expenditures, records management procedures and equipment expenditures, records management procedures and equipment inventory, and for administering the Boards' personnel program.

7 RECORDS MANAGEMENT – Responsible for the provision of records management services to members and staff.

8 GENERAL ADMINISTRATION – Provides liaison with government departments and is responsible for budget preparation, expenditure control, payroll and personnel administration.

9 DIRECTOR, TECHNICAL SERVICES – Responsible for coordinating the activities of the technical analysis staff through the two assistant directors.

10 & 11 ASSISTANT DIRECTORS, TECHNICAL SERVICES – Responsible for directing two groups of multi-disciplinary professionals concerned with the financial analysis of rate hearing material and the conduct of reviews of the affairs of utilities.

12 & 13 REGULATORY ANALYSTS – Responsible for the examination, analysis and evaluation of technical evidence submitted by applicants and intervenors during rate hearings, the detailed review of the affairs, earnings and accounts of the owners of public utilities, and the conduct of special technical studies.

14 DIRECTOR, SYSTEMS – Responsible for the acquisition, development and operation of the Board's EDP systems.

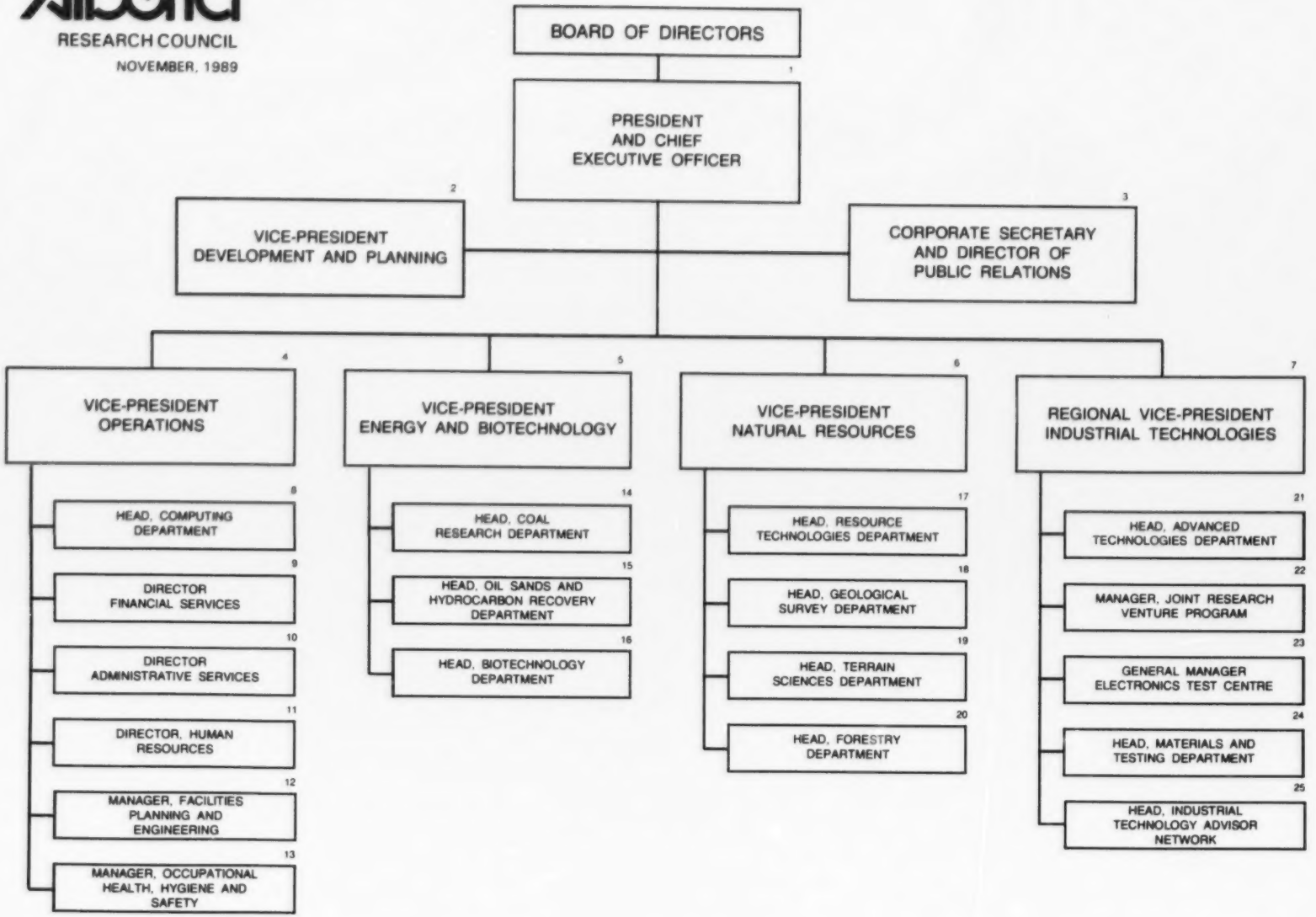
15 SYSTEMS ANALYST – Responsible for carrying out special projects with particular emphasis on systems development which will assist members and staff in the analysis of utility rate applications.

16 LEGAL COUNSEL – Under the direction of the Secretary and Executive Director, undertakes legal research and interpretation and provides advice to members of the Board and staff on legal matters pertaining to the Board's jurisdiction.

17 LIBRARY – Responsible for the maintenance of the Board's legal and regulatory reference books, and for providing information to members and staff.

18 CALGARY OFFICE – Provides regulatory contact and service to industry and the public in southern Alberta.

Alberta
RESEARCH COUNCIL
NOVEMBER, 1989



1 PRESIDENT – As chief executive officer, responsible for the administration, planning and execution of Research Council activities in accordance with the Research Council Act.

2 VICE-PRESIDENT, DEVELOPMENT AND PLANNING – Responsible for corporate planning and promoting cooperative programs with provincial, national and international research organizations and institutes.

3 CORPORATE SECRETARY AND DIRECTOR OF PUBLIC RELATIONS – Secretary to the Board of Directors and its committees; responsible for recommending on and managing the Research Council's corporate communications program; directs the operations of the Publication Office and the photographic laboratory.

4 VICE-PRESIDENT, OPERATIONS – Responsible for the overall operations of the Research Council and for the development and implementation of operational policies and standards; coordinates the management of financial and administrative services including human resources and payroll, corporate computing, materiel management, and occupational health and safety.

5 VICE-PRESIDENT, ENERGY & BIOTECHNOLOGY – Provides overall direction to the development and operation of hydrocarbon recovery and upgrading programs, and to biotechnology research and fermentation scale-up.

6 VICE-PRESIDENT, NATURAL RESOURCES – Provides overall direction in the development and management of research projects and scientific surveys related to the geology, groundwater, soil, and water resources of the province, as well as research related to the application of technology to the forestry, agriculture, environment, municipal, and transportation sectors of the economy.

7 REGIONAL VICE-PRESIDENT, INDUSTRIAL TECHNOLOGIES – Provides overall direction in: the development and management of research projects in advanced and industrial technologies, service to industry, including technical and analytical laboratory services, and joint research venture programs with the private sector; has regional responsibility for Research Council activities in Calgary and southern Alberta.

8 HEAD, COMPUTING DEPARTMENT – Coordinates computing activities in support of research projects; manages corporate computing resources.

9 DIRECTOR, FINANCIAL SERVICES – Maintains a complete accounting system and provides management with reports of financial results of operations.

10 DIRECTOR, ADMINISTRATIVE SERVICES – Directs the materiel management program, including purchasing, stores and warehousing operations as well as the corporate records program and the technical information service.

11 DIRECTOR, HUMAN RESOURCES – Manages the employment, wage and salary administration, employee relations, staff development and training, and human resources planning services.

12 MANAGER, FACILITIES PLANNING AND ENGINEERING – Provides facilities planning and engineering services; coordinates accommodation services which include acquisition and assignment of space, furniture, equipment, signage, security, and voice telecommunications.

13 MANAGER, OCCUPATIONAL HEALTH, HYGIENE AND SAFETY – Directs occupational health, hygiene and safety programs as a service to Research Council departments.

14 HEAD, COAL RESEARCH DEPARTMENT – Manages research on a broad range of topics related to properties, processing and utilization of Alberta's hydrocarbons, particularly coal, heavy oil and natural gas.

15 HEAD, OIL SANDS AND HYDROCARBON RECOVERY DEPARTMENT – Manages those Research Council projects which have been funded by the Alberta Oil Sands Technology and Research Authority and other agencies, and provides assistance on request on the evaluation and monitoring of other oil sands research projects for government or the private sector; directs research on a range of projects concerning the extraction of bitumen or heavy oil for clients in the public and private sectors.

16 HEAD, BIOTECHNOLOGY DEPARTMENT – Manages a program of industrially funded research in fermentation scale-up and development of biotechnology manufacturing operations for the benefit of companies that are or intend to be Alberta-based; manages research programs related to bioprocess technology.

17 HEAD, RESOURCE TECHNOLOGIES DEPARTMENT – Directs research programs that will contribute significantly to advancing the economy of the province through development, application, and transfer of technology in the areas of atmospheric and surface water resources, resource information acquisition and management, and transportation engineering.

18 HEAD, GEOLOGICAL SURVEY DEPARTMENT – Directs geoscience research programs related to petroleum and gas, oil sands, coal, and industrial and metallic minerals.

19 HEAD, TERRAIN SCIENCES DEPARTMENT – Directs research and evaluation and mapping programs with respect to the terrain-related resources of the province to further the wise management and utilization of these resources which include soils, surface water and subsurface water.

20 HEAD, FORESTRY DEPARTMENT – Directs research activities which act to link technologies with the forest sector and which provide services to the forest industry and government.

21 HEAD, ADVANCED TECHNOLOGIES DEPARTMENT – Directs programs which will enhance Alberta industries' capabilities in advanced technologies with emphasis in the areas of advanced computing, information technologies, robotics and automation; provides technological advice to the industry.

22 MANAGER, JOINT RESEARCH VENTURE PROGRAM – Directs the activities of the Joint Research Venture Program on behalf of the Research Council by offering Alberta companies research and development assistance in product and process improvement, with the object of enhancing their competitive position.

23 GENERAL MANAGER, ELECTRONICS TEST CENTRE – Manages the affairs of the Test Centre which provides testing services to manufacturers requiring product certification in Canada or international markets such as the United States, Japan, Great Britain, West Germany and Singapore.

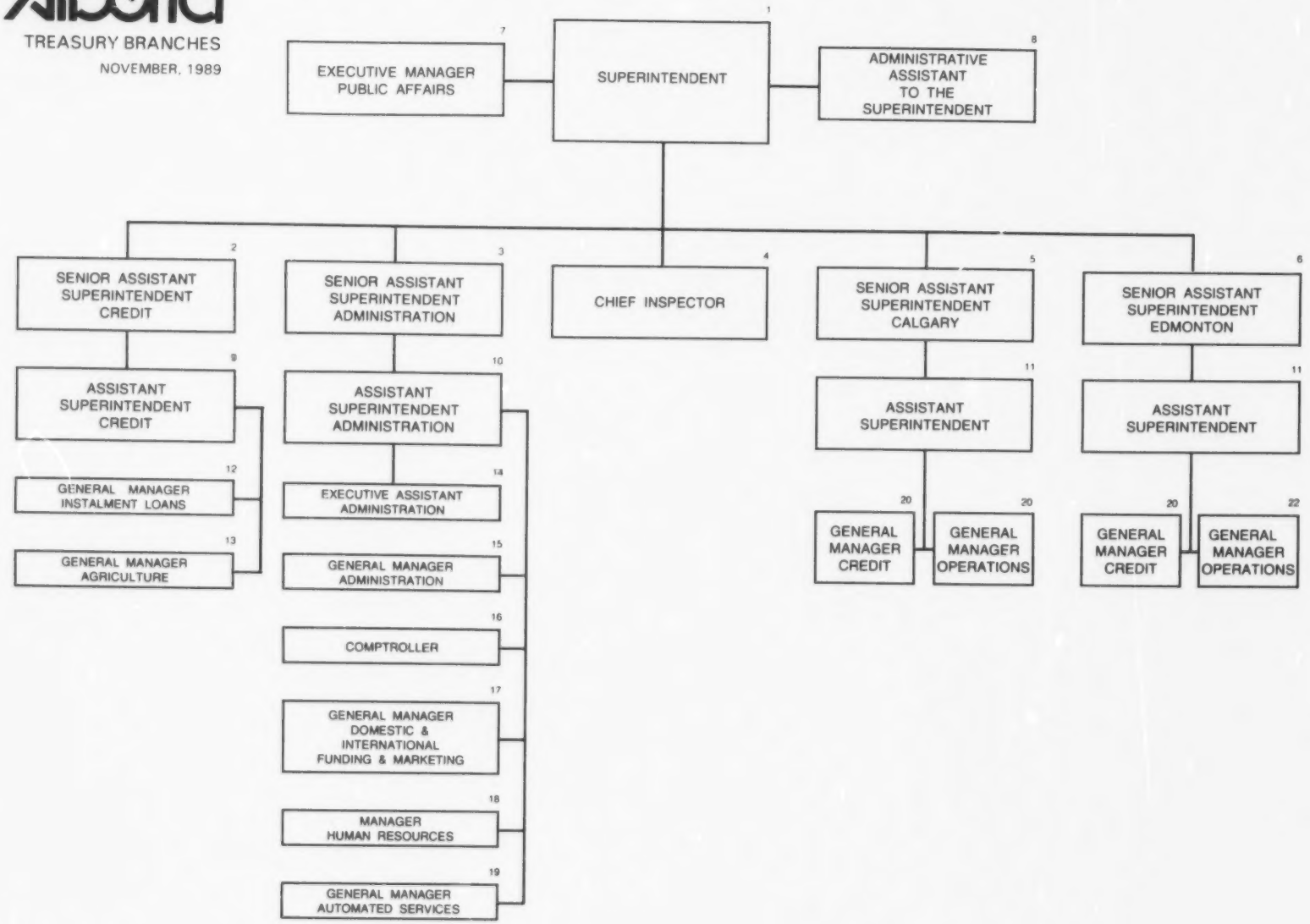
24 HEAD, MATERIALS AND TESTING DEPARTMENT – Directs research activities which include advanced materials, membrane processes for the separation of gases, mineral processing, and product testing and development. Services are provided from various analytical and physical testing facilities.

25 HEAD, INDUSTRIAL TECHNOLOGY ADVISOR NETWORK – Assists small and medium-sized enterprises in the province by providing technical information, technical problem solving, and technical assistance in the development of new products; provides access to services made available by the Industrial Research Assistance Program (IRAP) of the National Research Council; maintains offices in Edmonton, Calgary, Lethbridge and Red Deer.

Alberta

TREASURY BRANCHES

NOVEMBER, 1989



ALBERTA TREASURY BRANCHES

FUNCTIONAL STATEMENTS — NOVEMBER, 1989

1 SUPERINTENDENT – As chief operating officer, is responsible for the system of branches and agencies throughout the province which accepts money on deposit from the public, makes loans and provides a full range of financial services for the benefit of Albertans, with the objective of earning a profit on operations.

2 SENIOR ASSISTANT SUPERINTENDENT, CREDIT – Responsible for credit policy, planning procedures and the executive management of agricultural and instalment lending.

3 SENIOR ASSISTANT SUPERINTENDENT, ADMINISTRATION – Responsible for the executive management, policy and planning procedures of domestic and international funding and marketing, automated services, Office of the Comptroller, human resources, administration, and asset and liability management.

4 CHIEF INSPECTOR – Responsible for the internal audit system, the objective of which is to ensure the proper conduct, integrity and security of operations of Treasury Branches.

5 SENIOR ASSISTANT SUPERINTENDENT, CALGARY – Responsible for the executive management and general operation of branches and agencies within his jurisdiction.

6 SENIOR ASSISTANT SUPERINTENDENT, EDMONTON – Responsible for the executive management and general operation of branches and agencies within his jurisdiction.

7 EXECUTIVE MANAGER, PUBLIC AFFAIRS – Responsible for the public relations strategy of Treasury Branches, with the objective to develop and maintain a high public image.

8 ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT – Responsible for the administration of the superintendent's office.

9 ASSISTANT SUPERINTENDENT, CREDIT – Assists the Senior Assistant Superintendent, Credit with credit policy, planning procedures and the executive management of agricultural and instalment lending.

10 ASSISTANT SUPERINTENDENT, ADMINISTRATION – Assists the Senior Assistant Superintendent, Administration with the executive management, policy and planning procedures of domestic and international funding and marketing, automated services, Office of the Comptroller, human resources, administration, and asset and liability management.

11 ASSISTANT SUPERINTENDENTS – Assist the Senior Assistant Superintendents of the Calgary and Edmonton general offices with the executive management and general operation of branches and agencies within their jurisdictions.

12 GENERAL MANAGER, INSTALMENT LOANS – Responsible for the administration of personal loans, including conditional sales contracts, and residential mortgage loans as well as development of existing and new consumer loan programs.

13 GENERAL MANAGER, AGRICULTURE – Responsible for policy and planning, the enhancement of existing programs and the development of new agricultural programs.

14 EXECUTIVE ASSISTANT, ADMINISTRATION – Provides support to the Assistant Superintendent, Administration.

15 GENERAL MANAGER, ADMINISTRATION – Responsible for the general supervision of the administrative functions and for property management.

16 COMPTROLLER – Responsible for budgets and forecasts, accounting, fiscal and statistical information.

17 GENERAL MANAGER, DOMESTIC & INTERNATIONAL FUNDING AND MARKETING – Responsible for the management of investments and domestic and international funding of Treasury Branches' operations, as well as the assessment of the need for new branches and agencies, programs and services, and for all promotional and advertising activities.

18 MANAGER, HUMAN RESOURCES – Responsible for recruitment, training and development of personnel, and maintenance of staff records.

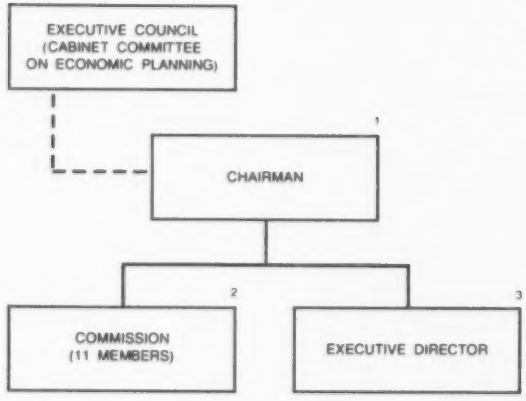
19 GENERAL MANAGER, AUTOMATED SERVICES – Responsible for the development and maintenance of automated services and data processing for Treasury Branches.

20 GENERAL MANAGERS – Responsible for the credit and operational management of the general office.

Alberta

WATER RESOURCES
COMMISSION

NOVEMBER, 1989



1 CHAIRMAN – Responsible for Commission activities related to the terms of reference set down in legislation; reports to the Cabinet Committee on Economic Planning, and develops and presents recommendations on water resource policy and projects to the Cabinet Committee; maintains liaison with department ministers; undertakes public communication on Commission activities.

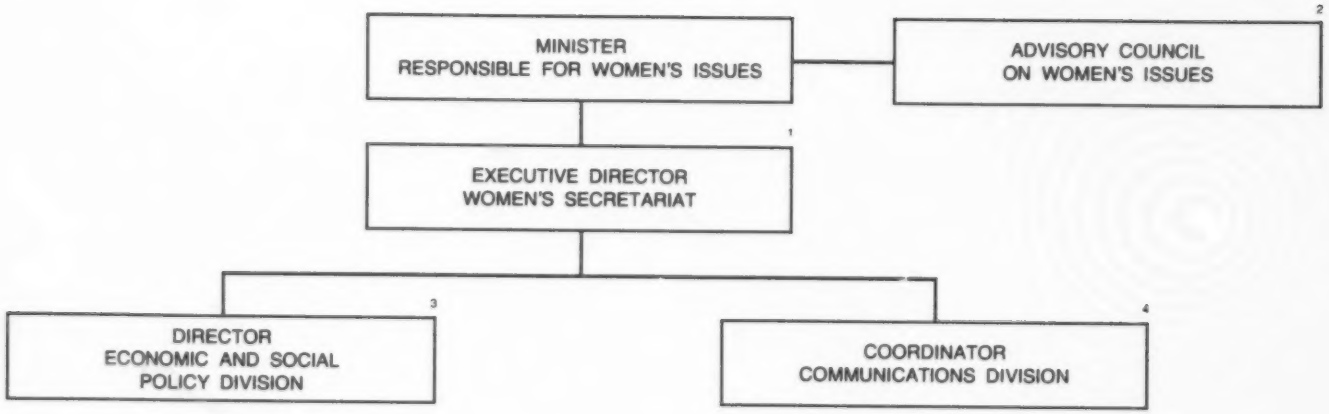
2 MEMBERS – Members are appointed from both the private sector and government areas. The private sector members provide public input and have backgrounds in land use planning, law, water-related advisory groups and agrology. The Alberta Government representatives include members of the Legislative Assembly and senior managers from five departments who provide a wide range of expertise in water resources, agriculture, economics, rural community planning, and land and wildlife management.

3 EXECUTIVE DIRECTOR – Provides administrative support to the Commission and professional services required in the assessment, consolidation and development of recommendations for the Chairman; conducts field investigations; monitors intergovernmental negotiations; prepares background information for public communications.

Alberta

WOMEN'S SECRETARIAT
AND ADVISORY COUNCIL
ON WOMEN'S ISSUES

NOVEMBER, 1989



1 EXECUTIVE DIRECTOR – Responsible for the administration, coordination and control of all departmental functions and for providing advice to the Minister.

2 ADVISORY COUNCIL ON WOMEN'S ISSUES – The purpose of the Advisory Council is to advise and report to the Alberta Government through the Minister on matters relating to the opportunity for full and equal participation of Alberta women in the life of the province.

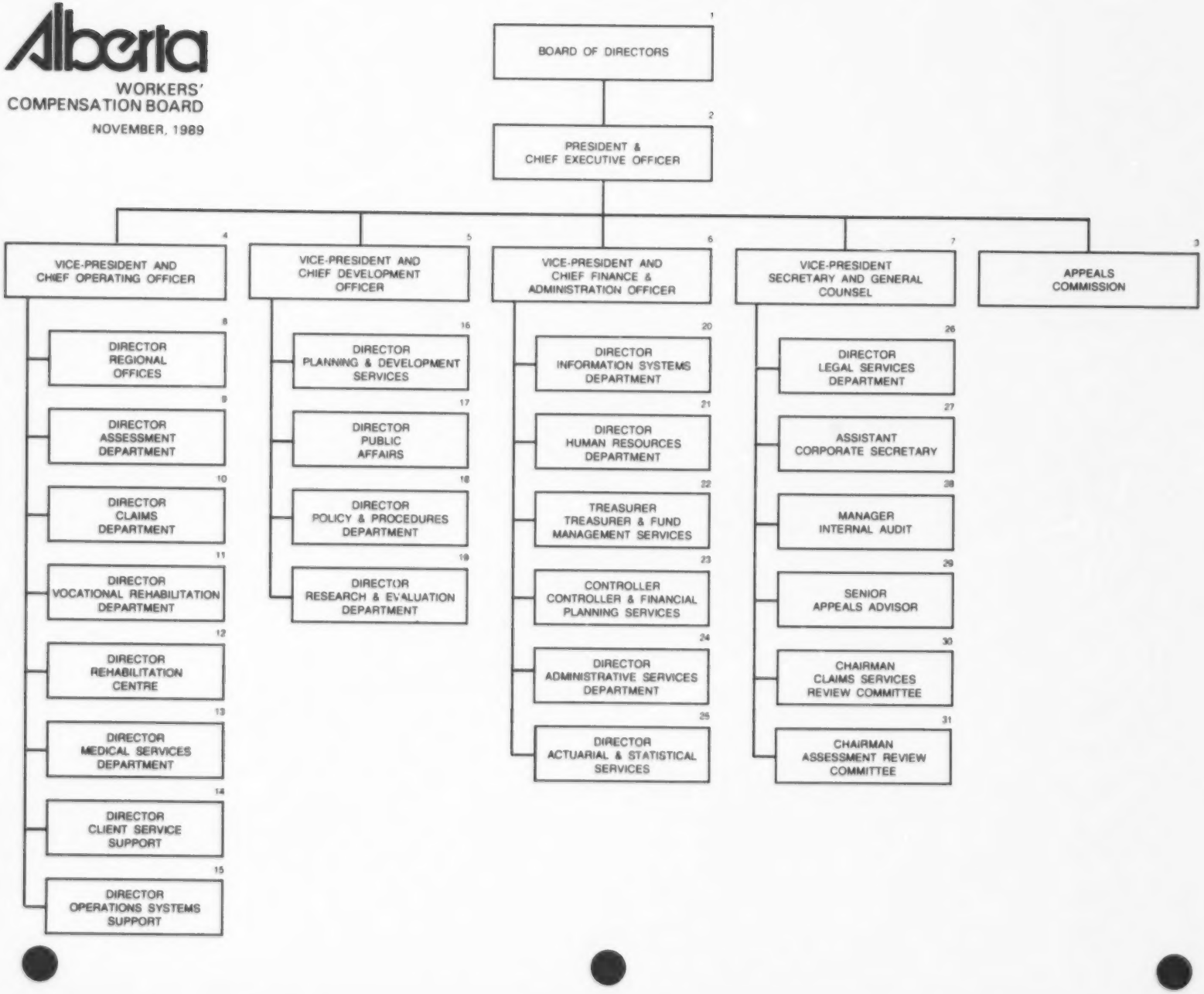
3 DIRECTOR, ECONOMIC AND SOCIAL POLICY DIVISION – Responsible for the administration of policy development and research activities including the analysis of, and formulation of recommendations on policies, programs and legislation having an impact on women.

4 COORDINATOR, COMMUNICATIONS DIVISION – Responsible for the management and administration of the information, communications and public relations functions of the Secretariat.

Alberta

WORKERS' COMPENSATION BOARD

NOVEMBER, 1989



1 BOARD OF DIRECTORS – The part-time Board consists of nine members in addition to the Chairman and the President. The directors are responsible for corporate governance including financial authority, compensation policies, programs and operating policies.

2 PRESIDENT AND CHIEF EXECUTIVE OFFICER – Responsible for general management of the resources and the operations of the organization, in accordance with policies established by the Board of Directors.

3 APPEALS COMMISSION – Reporting to the President and Chief Executive Officer, the Appeals Commission is an independent quasi-judicial body created by legislation. Its purpose is to serve as the final appeals tribunal for all compensation claims and to deal with requests by employers for cost transfer on the basis of negligence by another party.

4 VICE PRESIDENT AND CHIEF OPERATING OFFICER – Responsible for the delivery of compensation and rehabilitative services to workers and for the assessment of employers.

5 VICE PRESIDENT AND CHIEF DEVELOPMENT OFFICER – Responsible for forward-looking planning and development activities as well as media/public relations and corporate communications.

6 VICE PRESIDENT, CHIEF FINANCE AND ADMINISTRATION OFFICER – Responsible for financial management and control functions, human resources, capital asset administration, and information services.

7 VICE PRESIDENT, SECRETARY AND GENERAL COUNSEL – Responsible for internal appeal processes and services, internal audit, legal services, government liaison, and corporate secretarial functions.

8 DIRECTOR, REGIONAL OFFICES – Responsible for ensuring that appropriate claims, assessment and vocation rehabilitation services are available in major centres throughout Alberta.

9 DIRECTOR, ASSESSMENT DEPARTMENT – Ensures that employers under the Act are assessed fairly and equitably, in accordance with the basic insurance principles of collective and individual liability.

10 DIRECTOR, CLAIMS DEPARTMENT – Responsible for ensuring that claims against the accident fund are administered in accordance with legislation and Board policy and that injured workers receive their full entitlements.

11 DIRECTOR, VOCATIONAL REHABILITATION DEPARTMENT – Ensures that reasonable and appropriate vocational rehabilitation assistance is made available to workers who, because of accidents, are unable to return directly to their previous positions.

12 DIRECTOR, REHABILITATION CENTRE – Ensures that a modern, interdisciplinary treatment facility is available to assist Alberta workers in overcoming the physical, psychological and vocational impact of their work-related injuries.

13 DIRECTOR, MEDICAL SERVICES DEPARTMENT – Responsible for providing expert and prompt medical advice to Claims Department and Vocational Rehabilitation Department staff to assist in the adjudication process.

14 DIRECTOR, CLIENT SERVICE SUPPORT – Responsible for identifying and developing new initiatives that will improve service to W.C.B. clients.

15 DIRECTOR, OPERATIONS SYSTEMS SUPPORT – Responsible for ensuring that effective and economic systems are available to the operating departments and that they are provided with expertise in the budgeting process.

16 DIRECTOR, PLANNING AND DEVELOPMENT SERVICES – Ensures that the W.C.B. is provided with quality corporate planning services to identify trends, issues and opportunities that will affect the organization's future success.

17 DIRECTOR, PUBLIC AFFAIRS – Provides effective communication programs and services to inform, invite input and seek to enhance the Board's public image.

18 DIRECTOR, POLICY AND PROCEDURES DEPARTMENT – Responsible for coordinating and facilitating the development of corporate policy and procedures to aid in the management of claims, vocational rehabilitation, assessment and human resources issues.

19 DIRECTOR, RESEARCH AND EVALUATION DEPARTMENT – Ensures that developments inside and outside of the organization are researched and analyzed in order to provide useful information to corporate management and to assist in the decision-making process.

20 DIRECTOR, INFORMATION SYSTEMS DEPARTMENT – Provides modern data processing services to the organization.

21 DIRECTOR, HUMAN RESOURCES DEPARTMENT – Responsible for promoting a climate which allows employees to achieve their full potential and thus maximize their contribution to the organization's goals.

22 TREASURER, TREASURER AND FUND MANAGEMENT SERVICES – Ensures that the assets of the W.C.B. are safeguarded and appropriately managed, including the investment of financial assets.

23 CONTROLLER, CONTROLLER AND FINANCIAL PLANNING SERVICES – Acts as the principal accounting officer of the W.C.B. and ensures that complete and accurate financial records are maintained.

24 DIRECTOR, ADMINISTRATIVE SERVICES DEPARTMENT – Ensures that appropriate facilities, work environments, supplies and equipment are available to all departments of the W.C.B.

25 DIRECTOR, ACTUARIAL AND STATISTICAL SERVICES – Provides accurate analysis of the W.C.B.'s operations to assist the operating departments in the decision-making process.

26 DIRECTOR, LEGAL SERVICES DEPARTMENT – Ensures that legal and policy advice and service is available to the W.C.B., its executives and operating departments, and to employers and injured workers.

27 ASSISTANT CORPORATE SECRETARY – Provides corporate secretarial and administrative services to the Board of Directors and the executive; responsible for government

relations, ensures that enquiries from elected officials, the Office of the Ombudsman, government departments and public interest groups are responded to promptly and accurately.

28 MANAGER, INTERNAL AUDIT – Provides an independent appraisal of any Workers' Compensation Board activity to assist management in the effective discharge of its responsibilities.

29 SENIOR APPEALS ADVISOR – Ensures that assistance is available to injured workers who wish to appeal decisions of the Claims Department, the Vocational Rehabilitation Department or the Claims Services Review Committee.

30 CHAIRMAN, CLAIMS SERVICES REVIEW COMMITTEE – Chairs the Committee which was created by legislation to provide an internal review of decisions made regarding claims for compensation.

31 CHAIRMAN, ASSESSMENT REVIEW COMMITTEE – Chairs the Committee which was created by legislation to provide an internal review of decisions made regarding all assessment matters.